

**Bid # 08-017  
Printing Services**

VENDORS	Qty	Unit	Access Press		Advantage Resources Services		Alphagraphics 110		B&B Commercial Printing	
			Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
Letterhead Envelope, Two-Color, with Logo	6,500	Each	\$0.036	\$234.00			\$0.132	\$858.00	\$0.0962	\$625.30
Letterhead Stationery, Two-Color, with Logo	5,000	Each	\$0.070	\$350.00			\$0.067	\$335.00	\$0.061	\$305.00
Envelope, Check, 8-5/8" X 3-5/8", with window, return address in black and white	10,000	Each					\$0.047	\$470.00	\$0.0576	\$576.00
Letterhead Envelope, Black and White	10,000	Each	\$0.0227	\$227.00			\$0.033	\$330.00	\$0.0347	\$347.00
Letterhead Stationery, Black and White	5,000	Each	\$0.023	\$115.00			\$0.027	\$135.00	\$0.0264	\$132.00
Check Requests, Three-Part, 8.5" X 5.5" NCR paper, shrink wrapped 25/package	2,500	Each	\$0.0588	\$147.00	\$0.1076	\$269.00	\$0.09	\$225.00	\$0.078	\$195.00
Warehouse Pickup and Delivery Request Four-Part, 8.5" X 11" NCR paper, shrink wrapped 25 per package	2,000	Each	\$0.123	\$246.00	\$0.1691	\$338.20	\$0.20	\$400.00	\$0.179	\$358.00
MISD Records Storage Label, 7" X 11", adhesive-backed	5,000	Each	\$0.12	\$600.00			\$0.23	\$1,150.00	\$0.09	\$450.00
Purchase Order Forms, Six-Part 8.5" X 11" NCR paper, first sheet double-sided, remainder single-sided	12,000	Each	\$0.229	\$2,748.00	\$0.2169	\$2,602.80				
Parent-Teacher Conference Forms: Three-Part, 8.5" X 11" NCR paper, single side	1,000	Each	\$0.135	\$135.00	\$0.2047	\$204.70	\$0.16	\$160.00	\$0.18	\$180.00
Office Referral Forms: Three-Part, 8.5" X 11" NCR paper, single side	500	Each	\$0.194	\$97.00	\$0.3139	\$156.95	\$0.19	\$95.00	\$0.18	\$90.00
Discipline Referral Forms: Three-Part, 8.5" X 11" NCR paper, single side	1,000	Each	\$0.135	\$135.00	\$0.2047	\$204.70	\$0.16	\$160.00	\$0.18	\$180.00
Discipline Referral Forms: Three-Part, 8.5" X 11" NCR paper, single side	2,000	Each	\$0.135	\$270.00	\$0.1502	\$300.40	\$0.138	\$276.00	\$0.1325	\$265.00
Common Area Citation: Two-Part, 5.5" X 4.25" NCR paper, single side	1,500	Each	\$0.063	\$94.50	XX	XX	\$0.05	\$75.00	\$0.0507	\$76.05
Positive Referral Forms: Two-Part, 8.5" X 5.5" NCR paper, single side	500	Each	\$0.059	\$29.50	\$0.1007	\$50.35	\$0.11	\$55.00	\$0.11	\$55.00
Citation II: Three-Part, 8.5" X 3.75" NCR paper, single side	1,500	Each	\$0.066	\$99.00	\$0.0886	\$132.90	\$0.07	\$105.00	\$0.078	\$117.00
Admission Slip, 5" X 3", yellow, single-sided, padded 50/pad	2,000	Each	\$1.100	\$2,200.00	\$1.00	\$2,000.00	\$1.505	\$3,010.00	\$0.51	\$1,020.00
Office Request, 4.25" X 5.5", single-sided, padded 50/pad	5,000	Each	\$0.019	\$95.00	\$0.0816	\$408.00	\$0.02	\$100.00	\$0.0084	\$42.00
Post Card, "Husky Pride", 4" X 6.25", gray with blue print, double-sided	3,000	Each	\$0.048	\$144.00	\$0.0457	\$137.10	XX	XX	\$0.0394	\$118.20
Envelope with Return Address, One-Color, no Window, Icenhower intermediate School	2,500	Each	\$0.0664	\$166.00			\$0.046	\$115.00	\$0.044	\$110.00
Letterhead Stationery, Two-Color, 8.5" X 11", Icenhower Intermediate School	3,000	Each	\$0.098	\$294.00			\$0.059	\$177.00	\$0.0867	\$260.10

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Printing Services**

VENDORS			Access Press		Advantage Resources Services		Alphagraphics 110		B&B Commercial Printing	
Pass Form, Pink, 5.5" X 2.75", Single-Sided, Padded 50/pad	30,000	Each	\$0.007	\$210.00	\$0.0655	\$1,965.00	\$0.011	\$330.00	\$0.0053	\$159.00
Envelope with Logo and Return Address, no Window, Wester Middle School	10,000	Each	\$0.023	\$230.00			\$0.033	\$330.00	\$0.032	\$320.00
Student Disciplinary Referral Form, 8.5" X 11", Three-Part NCR Paper, Single-Sided	3,500	Each	\$0.059	\$206.50	\$0.1267	\$443.45	\$0.133	\$465.50	\$0.1229	\$430.15
Notice of Discipline Referral from Detention Form, 5.5" X 4.25", Three-Part NCR Paper, Single-Sided	3,500	Each	\$0.057	\$199.50	\$0.1305	\$456.75	\$0.048	\$168.00	\$0.0589	\$206.15
Notice of Morning Detention Form, 5.5" X 4.25", Three-Part NCR Paper, Single-Sided	3,500	Each	\$0.057	\$199.50	\$0.1305	\$456.75	\$0.048	\$168.00	\$0.0589	\$206.15
Office Request Form, 5.5" X 4.25", Single-Sided, Padded 50/pad	10,000	Each	\$0.015	\$150.00	\$0.0452	\$452.00	\$0.013	\$130.00	\$0.0085	\$85.00
High School Course Description Guide	8,000	Each	\$0.4015	\$3,212.00			\$1.51	\$12,080.00		
Letterhead Stationery and Envelope with Logo, Mansfield High School	1	Set	\$0.352	\$0.35						
Letterhead Stationery and Envelope with Logo, Mansfield Summit High School	1	Set	\$0.422	\$0.42						
Letterhead Stationery and Envelope with Logo, Mansfield Timberview High School	1	Set	\$0.151	\$0.15			XX	XX	\$0.186	\$0.19
Letterhead Stationery and Envelope with Logo, Mansfield Legacy High School	1	Set	\$0.422	\$0.42						
Suspension Notice, Two-part, 8.5" X 11" NCR paper	1,000	Each	\$0.139	\$139.00	\$0.1827	\$182.70	\$0.12	\$120.00	\$0.122	\$122.00
Admission Blank, 5" X 3", blue, single-sided, padded 50/pad	1,500	Each	\$0.022	\$33.00	\$0.0904	\$135.60	\$0.033	\$49.50	\$0.012	\$18.00
Admission Blank, 5" X 3", blue, single-sided, padded 50/pad	5,000	Each	\$0.022	\$110.00	\$0.0211	\$105.50	\$0.018	\$90.00	\$0.012	\$60.00
Early Dismissal, 4.25" X 3.75", green, single-sided, padded 50/pad	1,500	Each	\$0.022	\$33.00	\$0.1154	\$173.10	\$0.032	\$48.00	\$0.012	\$18.00
Early Dismissal, 4.25" X 3.75", green, single-sided, padded 50/pad	3,000	Each	\$0.022	\$66.00	\$0.0638	\$191.40	\$0.025	\$75.00	\$0.012	\$36.00
Student Hall Pass, 4.25" X 3.75", yellow, single-sided, padded 50/pad	50,000	Each	\$0.006	\$300.00	\$0.0638	\$3,190.00	\$0.009	\$450.00	\$0.0048	\$240.00
Student Hall Pass, 4.25" X 3.75", yellow, single-sided, padded 50/pad	80,000	Each	\$0.006	\$480.00	\$0.0634	\$5,072.00	\$0.009	\$720.00	\$0.0043	\$344.00
Detention Notice Form, Four-part, 8" X 5" NCR paper	3,000	Each	\$0.143	\$429.00					\$0.1177	\$353.10
Notice of Student Assignment to Detention Form, Two-part, 8.5" X 11" NCR paper	4,000	Each	\$0.123	\$492.00	\$0.09	\$352.80	\$0.094	\$376.00	\$0.0705	\$282.00
Notice of Saturday Detention Form, Three-part, 8.5" X 11" NCR paper	3,000	Each			\$0.1319	\$0.02	\$0.14	\$420.00	\$0.0817	\$245.10
Pupil Assignment to Alternative Class, Two-part, 8.5" X 11" NCR paper	5,000	Each	\$0.098	\$490.00	\$0.0828	\$414.00	\$0.09	\$450.00	\$0.0732	\$366.00

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Discipline Referral Form, Three-part, 8.5" X 11" NCR paper, single-sided	4,000	Each	\$0.135	\$540.00	\$0.1229	\$491.60	\$0.14	\$560.00	\$0.1038	\$415.20
Infraction Form, Three-part, 8.5" X 5.5" NCR paper, single-sided	1,000	Each	\$0.0588	\$58.80	\$0.2047	\$204.70	\$0.10	\$100.00	\$0.133	\$133.00
Classroom Observation Feedback Forms: Three-Part, 8.5" X 11" NCR paper, single side	500	Each	\$0.194	\$97.00	\$0.6279	\$313.95	\$0.20	\$100.00	\$0.172	\$86.00
Business Card with Logo, Two-Color, Matte Finish (bleed to edge)	1,000	Each	\$0.039	\$39.00					\$0.0375	\$37.50
Business Card with Logo, Two-Color, Glossy Finish (bleed to edge)	1,000	Each	\$0.049	\$49.00					\$0.042	\$42.00
Business Card with Logo, Black and White (bleed to edge)	1,000	Each	XX	XX					\$0.029	\$29.00
Two-Sided Calendar, 8.5" X 11", Four-color, glossy, requires two-week turnaround	30,000	Each	\$0.06	\$1,800.00						
Color Brochure (Kids are Our Business, glossy), 11" X 14", multi-color, glossy, quad-fold	1,000	Each	\$0.59	\$590.00						
Double-sided Brochure, 8.5" X 11", Multi-color, Glossy	1,000	Each	\$0.39	\$390.00			\$0.507	\$507.00		
Multi-Color Postcards, 8.5" X 5.5"	1,000	Each	\$0.135	\$135.00			XX	XX		
Citations, Five-Part NCR Paper, Double-Sided, Numbered, padded 25 five-part forms per book	20	Book							XX	XX
MISD Parking Permit Application, 20# Paper, Black, White and Gray, Single Side 8.5" x 11".	2,000	Each	\$0.039	\$78.00					\$0.02	\$40.00
Emergency Operations Plan, 67# Stock, White, Front and Back, Four-Color	5,000	Each	\$0.073	\$365.00					\$0.09	\$450.00
Free and Reduced-Price Application in English: Two-Sided, 11" X 17" paper, perforated in the center.	42,000	Each	\$0.055	\$2,310.00					\$0.0505	\$2,121.00
Free and Reduced-Price Application in Spanish: Two-Sided, 11" X 17" paper, perforated in the center.	7,600	Each	\$0.06	\$456.00					\$0.0505	\$383.80
Copies, Black and White, 1-Sided, 1 to 1,000 Copies	1	Each	\$0.022		\$0.035		\$0.03		\$0.02	
Copies, Black and White, 2-Sided, 1 to 1,000 Copies	1	Each	\$0.044		\$0.055		\$0.055		\$0.035	
Copies, Black and White, 1-Sided, 1,001 to 5,000	1	Each	\$0.022		\$0.035		\$0.03		\$0.02	
Copies, Black and White, 2-Sided, 1,001 to 5,000	1	Each	\$0.043		\$0.055		\$0.055		\$0.035	
Copies, Black and White, 1-Sided, 5,001 to 10,000	1	Each	\$0.022		\$0.0325		\$0.025		\$0.018	
Copies, Black and White, 2-Sided, 5,001 to 10,000	1	Each	\$0.042		\$0.525		\$0.04		\$0.032	
Copies, Black and White, 1-Sided, 10,000+	1	Each	\$0.022		\$0.03		\$0.025		\$0.018	
Copies, Black and White, 2-Sided, 10,000+	1	Each	\$0.04		\$0.05		\$0.04		\$0.032	
Copies, Color, 1-Sided, 8-1/2" x 11", 1 to 50 Copies	1	Each	\$0.30		\$0.58		\$0.35		\$0.25	
Copies, Color, 1-Sided, 8-1/2" x 11", 50+ Copies	1	Each	\$0.25		\$0.58		\$0.29		\$0.15	
Transparency, Black and White	1	Each	\$0.25		\$1.35		\$1.00			
Transparency, Color	1	Each	\$0.49		\$1.35		\$1.39			
<b>Do you offer...</b>										

**Bid # 08-017  
Printing Services**

VENDORS			Access Press	Advantage Resources Services	Alphagraphics 110	B&B Commercial Printing
Collating and Binding?			Yes	Yes	Yes	Yes
Cutting and Drilling?			Yes	Yes	Yes	Yes
Folding?			Yes	Yes	Yes	Yes
Mounting?			Yes		Yes	
Laminating?			Yes	Yes	Yes	
Insert Tabs Clear or Color?			Yes		Yes	
Scoring?			Yes		Yes	Yes
Padding?			Yes	Yes	Yes	Yes
Perforation?			Yes		Yes	Yes
Bundling?			Yes		Yes	
Mounting to Foam or Other Material?			Yes		Yes	
Scanning and Electronic Transmission of Construction Plans?			Yes		Yes	
Other?			Graphic Design Services			
<b>Types of Binding Available...</b>						
Saddle Stitch?			Yes	Yes	Yes	Yes
Single Stitch?			Yes		Yes	Yes
Spiral Coils?			Yes	Yes	Yes	Yes
Staples?			Yes	Yes	Yes	Yes
Plastic Coil?			Yes		Yes	Yes
Tape Binding?			Yes	Yes	Yes	
Thermal Binding?			Yes			
Glue Binding?			Yes	Yes		Yes
<b>Document Solutions Offered...</b>						
Brochures, Black and White?			Yes		Yes	Yes
Brochures, Color?			Yes		Yes	Yes
Business Cards?			Yes		Yes	Yes
Calendars?			Yes		Yes	
Cards (Graduation)?			Yes		Yes	
Checks?			Yes		Yes	Yes
Course Catalogs?			Yes		Yes	Yes
Flyers?			Yes		Yes	Yes
Maps?			Yes		Yes	
Manuals?			Yes		Yes	Yes
NCR Forms 2- to 5-Part with Snap?			Yes		Yes	Yes
NCR Forms 2- to 5-Part with Glue?			No		Yes	Yes
Pads?			Yes		Yes	Yes
Posters?			Yes		Yes	
Receipt Books			Yes		Yes	Yes
Reports			Yes		Yes	Yes
Signs?			Yes		Yes	
Banners?			Yes		Yes	

**Bid # 08-017  
Printing Services**

VENDORS			Access Press	Advantage Resources Services	Alphagraphics 110	B&B Commercial Printing
Stickers?			Yes		Yes	Yes
Tablet Style Forms with Multiple Parts?			Yes		Yes	Yes
Other?						
<b>Printing Options...</b>						
Black Only?			Yes			Yes
Standard PMS 1-Color Process?			Yes		Yes	Yes
Standard PMS 2-Color Process?			Yes		Yes	Yes
Standard PMS 4-Color Process?			Yes		Yes	Yes
Other?			CMYK 4-Color			
<b>Media Types Offered...</b>						
Card Stock, Matte?			Yes		Yes	Yes
Card Stock, Glossy?			Yes		Yes	Yes
Text Stock, Matte?			Yes		Yes	Yes
Text Stock, Glossy?			Yes		Yes	Yes
<b>Signage/Special Materials...</b>						
Aluminum Signs?			Yes		Yes	
Automobile Decals?			Yes		Yes	Yes
Vinyl Signs?			Yes		Yes	
Other?			Yes			
<b>Design Information</b>			Full service graphic department offers 7,000 type faces with capabilities for sending and receiving a wide range of electronic programs @ \$80.00 per hour		All graphics software in either MAC or PC @ \$75.00 per hour - 5,000+ fonts	\$40.00 per hour
<b>Pickup and Delivery</b>						
Delivered by MISD to vendor:			Yes, at no charge	Yes, at no charge	Yes	Yes, at no charge
Picked up by MISD at vendor's location:			Yes, at no charge	Yes, at no charge	Yes	Yes, at no charge
Picked up by vendor at MISD:			\$8.00	Currently per trip due to gas prices, minimum \$30.00	Yes, at no charge	Yes, at no charge
Delivered to MISD by vendor:			\$8.00	Price F.O.B., "Special Trip" minimum \$30.00	Yes, at no charge	Yes, at no charge
Electronically sent to vendor by MISD:			Yes, at no charge	Yes, at no charge	Yes, at no charge	Yes, at no charge

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UPS:			Based on Weight	Using MISD account number	Yes	
USPS:			Based on Weight	No Charge	Yes	
FedEx:			Based on Weight	Using MISD account number	Yes	
<b>Inhouse Printing Equipment...</b>						
Small Offset?			ABDICK/ITEK	Yes	Yes	Yes
Large Offset?			KOMORI	Yes		
Webb?						
Letterpress?						
Four-Color Process?			KOMORI	Yes		Yes, digital
Business Cards?			Slitter	Yes	Yes	Yes
Banners?			Epson 9600		Yes	
Posters?			Epson 9600		Yes	
<b>Platforms supported by your system to allow electronic provision</b>						
MS Word			Yes	Yes	Yes	Yes
MS Publisher			Yes	Yes	Yes	Yes
Quark			Yes		Yes	
Adobe in Design			Yes	Yes	Yes	
Others			Coreldraw, Freehand		All Adobe products	Page Maker & .pdf's
<b>Catalog Discount</b>			N/A	0%		
<b>Special Instructions</b>						
<b>Minimum Order</b>					None	None
<b>Delivery Costs</b>					None	None

**NOTE:** In order for each high school to procure letterhead stationery and envelopes from one vendor, the cost of one envelope and one piece of stationery were combined, and the total cost was used to determine the best price.

**XX = Does not meet specifications**

**Blank Cell under "Unit Price" = No Bid**

**Present at opening:**

Dottie Morrow, Buyer

Pam Fennell, Buyer

**Bid # 08-017  
Printing Services**

VENDORS	Qty	Unit	Bennett Printing & Office Supply		Document Solutions		Executive Forms		FedEx Kinko's Office and Print Centers	
			Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
Letterhead Envelope, Two-Color, with Logo	6,500	Each	\$0.077	\$500.50			\$0.145	\$942.50	\$0.12	\$780.00
Letterhead Stationery, Two-Color, with Logo	5,000	Each	\$0.06	\$300.00			\$0.125	\$625.00	\$0.13	\$650.00
Envelope, Check, 8-5/8" X 3-5/8", with window, return address in black and white	10,000	Each	\$0.05	\$500.00			\$0.032	\$320.00	\$0.09	\$900.00
Letterhead Envelope, Black and White	10,000	Each	\$0.03	\$300.00			\$0.03888	\$388.80	\$0.07	\$700.00
Letterhead Stationery, Black and White	5,000	Each	\$0.03	\$150.00			\$0.135	\$675.00	\$0.12	\$600.00
Check Requests, Three-Part, 8.5" X 5.5" NCR paper, shrink wrapped 25/package	2,500	Each	\$0.065	\$162.50	\$0.08	\$200.00	\$0.08	\$200.00	\$0.212	\$530.00
Warehouse Pickup and Delivery Request Four-Part, 8.5" X 11" NCR paper, shrink wrapped 25 per package	2,000	Each	\$0.18	\$360.00	\$0.20	\$400.00	\$0.195	\$390.00	\$0.50	\$1,000.00
MISD Records Storage Label, 7" X 11", adhesive-backed	5,000	Each	\$0.147	\$735.00			\$0.20	\$1,010.00	\$0.54	\$2,700.00
Purchase Order Forms, Six-Part 8.5" X 11" NCR paper, first sheet double-sided, remainder single-sided	12,000	Each					\$0.185	\$2,220.00		
Parent-Teacher Conference Forms: Three-Part, 8.5" X 11" NCR paper, single side	1,000	Each	\$0.15	\$150.00	\$0.15	\$150.00	\$0.15	\$150.00	\$0.38	\$380.00
Office Referral Forms: Three-Part, 8.5" X 11" NCR paper, single side	500	Each	\$0.23	\$115.00	\$0.15	\$75.00	\$0.12	\$60.00	\$0.38	\$190.00
Discipline Referral Forms: Three-Part, 8.5" X 11" NCR paper, single side	1,000	Each	\$0.15	\$150.00	\$0.15	\$150.00	\$0.15	\$150.00	\$0.38	\$380.00
Discipline Referral Forms: Three-Part, 8.5" X 11" NCR paper, single side	2,000	Each	\$0.119	\$238.00	\$0.15	\$300.00	\$0.125	\$250.00	\$0.38	\$760.00
Common Area Citation: Two-Part, 5.5" X 4.25" NCR paper, single side	1,500	Each	\$0.06	\$90.00	\$0.05	\$75.00			\$0.10	\$150.00
Positive Referral Forms: Two-Part, 8.5" X 5.5" NCR paper, single side	500	Each	\$0.14	\$70.00	\$0.05	\$25.00			\$0.14	\$70.00
Citation II: Three-Part, 8.5" X 3.75" NCR paper, single side	1,500	Each	\$0.08	\$120.00	\$0.08	\$120.00			\$0.13	\$195.00
Admission Slip, 5" X 3", yellow, single-sided, padded 50/pad	2,000	Each	\$1.15	\$2,300.00					XX	XX
Office Request, 4.25" X 5.5", single-sided, padded 50/pad	5,000	Each	\$0.016	\$80.00					\$0.33	\$1,650.00
Post Card, "Husky Pride", 4" X 6.25", gray with blue print, double-sided	3,000	Each	\$0.04	\$120.00					\$0.21	\$630.00
Envelope with Return Address, One-Color, no Window, Icenhower intermediate School	2,500	Each	\$0.04	\$100.00					\$0.10	\$250.00
Letterhead Stationery, Two-Color, 8.5" X 11", Icenhower Intermediate School	3,000	Each	\$0.067	\$201.00					\$0.15	\$450.00

**Bid # 08-017  
Printing Services**

VENDORS			Bennett Printing & Office Supply		Document Solutions		Executive Forms		FedEx Kinko's Office and Print Centers	
Pass Form, Pink, 5.5" X 2.75", Single-Sided, Padded 50/pad	30,000	Each	\$0.0067	\$201.00					\$0.36	\$10,800.00
Envelope with Logo and Return Address, no Window, Wester Middle School	10,000	Each	\$0.03	\$300.00					\$0.06	\$600.00
Student Disciplinary Referral Form, 8.5" X 11", Three-Part NCR Paper, Single-Sided	3,500	Each	\$0.107	\$374.50	\$0.15	\$525.00	\$0.11	\$385.00	\$0.35	\$1,225.00
Notice of Discipline Referral from Detention Form, 5.5" X 4.25", Three-Part NCR Paper, Single-Sided	3,500	Each	\$0.054	\$189.00	\$0.08	\$280.00			\$0.09	\$315.00
Notice of Morning Detention Form, 5.5" X 4.25", Three-Part NCR Paper, Single-Sided	3,500	Each	\$0.054	\$189.00	\$0.08	\$280.00			\$0.09	\$315.00
Office Request Form, 5.5" X 4.25", Single-Sided, Padded 50/pad	10,000	Each	\$0.012	\$120.00					\$0.33	\$3,300.00
High School Course Description Guide	8,000	Each	\$1.0438	\$8,350.40						
Letterhead Stationery and Envelope with Logo, Mansfield High School	1	Set							XX	XX
Letterhead Stationery and Envelope with Logo, Mansfield Summit High School	1	Set							XX	XX
Letterhead Stationery and Envelope with Logo, Mansfield Timberview High School	1	Set	\$0.158	\$0.16					XX	XX
Letterhead Stationery and Envelope with Logo, Mansfield Legacy High School	1	Set							XX	XX
Suspension Notice, Two-part, 8.5" X 11" NCR paper	1,000	Each	\$0.109	\$109.00	\$0.10	\$100.00	\$0.15	\$150.00	XX	XX
Admission Blank, 5" X 3", blue, single-sided, padded 50/pad	1,500	Each	\$0.0167	\$25.05					\$0.69	\$1,035.00
Admission Blank, 5" X 3", blue, single-sided, padded 50/pad	5,000	Each	XX	XX					\$0.91	\$4,550.00
Early Dismissal, 4.25" X 3.75", green, single-sided, padded 50/pad	1,500	Each	\$0.0175	\$26.25					\$0.69	\$1,035.00
Early Dismissal, 4.25" X 3.75", green, single-sided, padded 50/pad	3,000	Each	\$0.0175	\$52.50					\$0.98	\$2,940.00
Student Hall Pass, 4.25" X 3.75", yellow, single-sided, padded 50/pad	50,000	Each	\$0.009	\$450.00					\$0.86	\$43,000.00
Student Hall Pass, 4.25" X 3.75", yellow, single-sided, padded 50/pad	80,000	Each	\$0.0086	\$688.00					\$0.75	\$60,000.00
Detention Notice Form, Four-part, 8" X 5" NCR paper	3,000	Each	\$0.15	\$450.00	\$0.20	\$600.00			\$0.22	\$660.00
Notice of Student Assignment to Detention Form, Two-part, 8.5" X 11" NCR paper	4,000	Each	\$0.082	\$328.00	\$0.10	\$400.00	\$0.096	\$384.00	\$0.25	\$1,000.00
Notice of Saturday Detention Form, Three-part, 8.5" X 11" NCR paper	3,000	Each	\$0.12	\$360.00	\$0.15	\$450.00	\$0.11	\$330.00	\$0.35	\$1,050.00
Pupil Assignment to Alternative Class, Two-part, 8.5" X 11" NCR paper	5,000	Each	\$0.08	\$400.00	\$0.10	\$500.00	\$0.09	\$450.00	\$0.25	\$1,250.00

**Bid # 08-017  
Printing Services**

VENDORS			Bennett Printing & Office Supply		Document Solutions		Executive Forms		FedEx Kinko's Office and Print Centers	
Discipline Referral Form, Three-part, 8.5" X 11" NCR paper, single-sided	4,000	Each	\$0.125	\$500.00	\$0.15	\$600.00	\$0.11	\$440.00	\$0.25	\$1,000.00
Infraction Form, Three-part, 8.5" X 5.5" NCR paper, single-sided	1,000	Each	\$0.116	\$116.00	\$0.08	\$80.00			\$0.35	\$350.00
Classroom Observation Feedback Forms: Three-Part, 8.5" X 11" NCR paper, single side	500	Each	\$0.198	\$99.00	\$0.15	\$75.00	\$0.12	\$60.00	\$0.35	\$175.00
Business Card with Logo, Two-Color, Matte Finish (bleed to edge)	1,000	Each	\$0.059	\$59.00					\$0.11	\$110.00
Business Card with Logo, Two-Color, Glossy Finish (bleed to edge)	1,000	Each	\$0.059	\$59.00					\$0.11	\$110.00
Business Card with Logo, Black and White (bleed to edge)	1,000	Each	\$0.03	\$30.00					\$0.08	\$80.00
Two-Sided Calendar, 8.5" X 11", Four-color, glossy, requires two-week turnaround	30,000	Each	\$0.0813	\$2,439.00	\$0.40	\$12,000.00				
Color Brochure (Kids are Our Business, glossy), 11" X 14", multi-color, glossy, quad-fold	1,000	Each	\$0.699	\$699.00	\$0.65	\$650.00			\$1.99	\$1,990.00
Double-sided Brochure, 8.5" X 11", Multi-color, Glossy	1,000	Each	\$0.354	\$354.00	\$0.40	\$400.00			\$0.98	\$980.00
Multi-Color Postcards, 8.5" X 5.5"	1,000	Each	\$0.30	\$300.00	\$0.40	\$400.00			\$0.47	\$470.00
Citations, Five-Part NCR Paper, Double-Sided, Numbered, padded 25 five-part forms per book	20	Book								
MISD Parking Permit Application, 20# Paper, Black, White and Gray, Single Side 8.5" x 11"	2,000	Each	\$0.034	\$68.00	\$0.015	\$30.00			\$0.13	\$260.00
Emergency Operations Plan, 67# Stock, White, Front and Back, Four-Color	5,000	Each	\$0.109	\$545.00	\$0.60	\$3,000.00			\$0.83	\$4,150.00
Free and Reduced-Price Application in English: Two-Sided, 11" X 17" paper, perforated in the center.	42,000	Each	\$0.059	\$2,478.00					\$0.13	\$5,460.00
Free and Reduced-Price Application in Spanish: Two-Sided, 11" X 17" paper, perforated in the center.	7,600	Each	\$0.066	\$501.60					\$0.17	\$1,292.00
Copies, Black and White, 1-Sided, 1 to 1,000 Copies	1	Each	\$0.05		\$0.0125				\$0.08	
Copies, Black and White, 2-Sided, 1 to 1,000 Copies	1	Each	\$0.09		\$0.025				\$0.16	
Copies, Black and White, 1-Sided, 1,001 to 5,000	1	Each	\$0.030		\$0.0125				\$0.045	
Copies, Black and White, 2-Sided, 1,001 to 5,000	1	Each	\$0.06		\$0.025				\$0.06	
Copies, Black and White, 1-Sided, 5,001 to 10,000	1	Each	\$0.03		\$0.0125				\$0.03	
Copies, Black and White, 2-Sided, 5,001 to 10,000	1	Each	\$0.06		\$0.025				\$0.06	
Copies, Black and White, 1-Sided, 10,000+	1	Each	\$0.03		\$0.0125				\$0.03	
Copies, Black and White, 2-Sided, 10,000+	1	Each	\$0.06		\$0.025				\$0.06	
Copies, Color, 1-Sided, 8-1/2" x 11", 1 to 50 Copies	1	Each	\$0.39		\$0.19				\$0.49	
Copies, Color, 1-Sided, 8-1/2" x 11", 50+ Copies	1	Each	\$0.39		\$0.19				\$0.49	
Transparency, Black and White	1	Each	\$0.25		\$0.20				\$0.75	
Transparency, Color	1	Each	\$0.67		\$0.40				\$1.99	
<b>Do you offer...</b>										

**Bid # 08-017  
Printing Services**

<b>VENDORS</b>			<b>Bennett Printing &amp; Office Supply</b>	<b>Document Solutions</b>	<b>Executive Forms</b>	<b>FedEx Kinko's Office and Print Centers</b>
Collating and Binding?			Yes	Yes	Yes	Yes
Cutting and Drilling?			Yes	Yes	Yes	Yes
Folding?			Yes	Yes	Yes	Yes
Mounting?			Yes	Yes		Yes
Laminating?			Yes	Yes		Yes
Insert Tabs Clear or Color?			Yes	Yes		
Scoring?			Yes	Yes	Yes	Yes
Padding?			Yes	Yes	Yes	Yes
Perforation?			Yes	Yes	Yes	Yes
Bundling?			Yes	Yes		Yes
Mounting to Foam or Other Material?			Yes	Yes		Yes
Scanning and Electronic Transmission of Construction Plans?			Yes	Yes		Yes
Other?				Yes		
<b>Types of Binding Available...</b>						
Saddle Stitch?			Yes	Yes	Yes	Yes
Single Stitch?			Yes	Yes		Yes
Spiral Coils?			Yes	Yes	Yes	Yes
Staples?			Yes	Yes	Yes	Yes
Plastic Coil?			Yes	Yes	Yes	Yes
Tape Binding?				Yes	Yes	Yes
Thermal Binding?				Yes	Yes	
Glue Binding?			Yes	Yes	Yes	
<b>Document Solutions Offered...</b>						
Brochures, Black and White?			Yes	Yes		Yes
Brochures, Color?			Yes	Yes		Yes
Business Cards?			Yes	Yes		Yes
Calendars?			Yes	Yes	Yes	Yes
Cards (Graduation)?			Yes	Yes		Yes
Checks?			Yes		Yes	
Course Catalogs?			Yes	Yes		Yes
Flyers?			Yes	Yes		Yes
Maps?			Yes	Yes		
Manuals?			Yes	Yes		Yes
NCR Forms 2- to 5-Part with Snap?			Yes	Yes	Yes	
NCR Forms 2- to 5-Part with Glue?			Yes	Yes	Yes	Yes
Pads?			Yes	Yes		Yes
Posters?			Yes	Yes		Yes
Receipt Books			Yes	Yes	Yes	
Reports			Yes	Yes		Yes
Signs?			Yes	Yes	Yes	Yes
Banners?			Yes	Yes	Yes	Yes

**Bid # 08-017  
Printing Services**

VENDORS			Bennett Printing & Office Supply	Document Solutions	Executive Forms	FedEx Kinko's Office and Print Centers
Stickers?			Yes	Yes	Yes	Yes
Tablet Style Forms with Multiple Parts?			Yes			
Other?						
<b>Printing Options...</b>						
Black Only?			Yes	Yes		
Standard PMS 1-Color Process?			Yes	Yes		
Standard PMS 2-Color Process?			Yes	Yes		
Standard PMS 4-Color Process?			Yes	Yes		Yes
Other?			Yes			
<b>Media Types Offered...</b>						
Card Stock, Matte?			Yes	Yes		Yes
Card Stock, Glossy?			Yes	Yes		Yes
Text Stock, Matte?			Yes	Yes		Yes
Text Stock, Glossy?			Yes	Yes		Yes
<b>Signage/Special Materials...</b>						
Aluminum Signs?			Yes			Yes
Automobile Decals?			Yes			Yes
Vinyl Signs?			Yes			Yes
Other?			Yes			
<b>Design Information</b>			Simple type changes are \$3.00 and up. Type is charged at \$30.00 an hour for larger projects. Graphics and Design are priced the same way. Scans are charged at \$5.00 for each; larger projects are charged at \$30.00 per hour.	Full service @ \$65.00 per hour	\$50.00 per thousand	\$9.95 minimum charge, \$90.00 per hour prorated; clip art-\$5 each; basic document-\$14.95; business cards-\$29.99; brochures-\$49.99; resume-\$24.99
<b>Pickup and Delivery</b>						
Delivered by MISD to vendor:			Yes, at no charge	Yes, at no charge		Yes
Picked up by MISD at vendor's location:			Yes, at no charge	Yes, at no charge		Yes
Picked up by vendor at MISD:			Yes, at no charge	Yes, no extra charge		Yes, at no charge
Delivered to MISD by vendor:			Yes, at no charge	Yes, at no charge	Yes	Yes, at no charge
Electronically sent to vendor by MISD:			Yes, at no charge	Yes	Yes	Yes, at no charge

**Bid # 08-017  
Printing Services**

VENDORS			Bennett Printing & Office Supply	Document Solutions	Executive Forms	FedEx Kinko's Office and Print Centers
UPS:			MISD locations are all within normal delivery area	Yes + cost of shipping	Yes	
USPS:			MISD locations are all within normal delivery area	Yes + cost of shipping	Yes	
FedEx:			MISD locations are all within normal delivery area	Yes + cost of shipping	Yes	Yes, charge depends on weight and destination
<b>Inhouse Printing Equipment...</b>						
Small Offset?			Yes	Yes		
Large Offset?			Yes	Yes		
Webb?						
Letterpress?			Yes			
Four-Color Process?			Yes	Yes		
Business Cards?			Yes			Yes
Banners?			Yes	Yes		Yes
Posters?			Yes			Yes
<b>Platforms supported by your system to allow electronic provision</b>						
MS Word			Acceptable	Yes	Yes	Yes
MS Publisher			Yes, but problematic	Yes	Yes	Yes
Quark			No	Yes	Yes	Yes
Adobe in Design			Acceptable	Yes	Yes	Yes
Others			tif, eps, jpeg	All Software	Yes	Illustrator, Pagemaker, Photoshop
<b>Catalog Discount</b>						
<b>Special Instructions</b>						
<b>Minimum Order</b>						
			None	None	Varies	None
<b>Delivery Costs</b>						
			None, unless special order products	Only what FedEx, DHL or UPS charge	Prices all freight delivered	None

**NOTE:** In order for each high school to procure letterhead stationery and envelopes from one vendor, the cost of one envelope and one piece of stationery were combined, and the total cost was used to determine the best price.

**XX = Does not meet specifications**

**Blank Cell under "Unit Price" = No Bid**

**Present at opening:**

Dottie Morrow, Buyer

Pam Fennell, Buyer

**Bid # 08-017  
Printing Services**

VENDORS	Qty	Unit	Gingerbread Press		JMB Business Forms		Logan Graphics, Inc.		MGM Printing	
			Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
Letterhead Envelope, Two-Color, with Logo	6,500	Each	\$0.157	\$1,020.50	\$0.0751	\$488.15	\$0.114	\$741.00	\$0.035	\$227.50
Letterhead Stationery, Two-Color, with Logo	5,000	Each	\$0.087	\$435.00	\$0.0845	\$422.50	\$0.0442	\$221.00	\$0.095	\$475.00
Envelope, Check, 8-5/8" X 3-5/8", with window, return address in black and white	10,000	Each	\$0.059	\$590.00	\$0.06361	\$636.10			\$0.046	\$460.00
Letterhead Envelope, Black and White	10,000	Each	\$0.042	\$420.00	\$0.0275	\$275.00	\$0.0278	\$278.00	\$0.025	\$250.00
Letterhead Stationery, Black and White	5,000	Each	\$0.045	\$225.00	\$0.0845	\$422.50	\$0.0276	\$138.00	\$0.026	\$130.00
Check Requests, Three-Part, 8.5" X 5.5" NCR paper, shrink wrapped 25/package	2,500	Each	\$0.107	\$267.50	\$0.0588	\$147.00	\$0.0992	\$248.00	\$0.056	\$140.00
Warehouse Pickup and Delivery Request Four-Part, 8.5" X 11" NCR paper, shrink wrapped 25 per package	2,000	Each	\$0.205	\$410.00	\$0.1625	\$325.00	\$0.192	\$384.00	\$0.169	\$338.00
MISD Records Storage Label, 7" X 11", adhesive-backed	5,000	Each	\$0.38	\$1,900.00	\$0.11	\$550.00	\$0.1298	\$649.00	\$0.118	\$590.00
Purchase Order Forms, Six-Part 8.5" X 11" NCR paper, first sheet double-sided, remainder single-sided	12,000	Each	\$0.148	\$1,776.00	\$0.15075	\$1,809.00			\$0.15	\$1,800.00
Parent-Teacher Conference Forms: Three-Part, 8.5" X 11" NCR paper, single side	1,000	Each	\$0.179	\$179.00	\$0.18	\$180.00	\$0.184	\$184.00	\$0.096	\$96.00
Office Referral Forms: Three-Part, 8.5" X 11" NCR paper, single side	500	Each	\$0.23	\$115.00	\$0.32	\$160.00	\$0.1788	\$89.40	\$0.156	\$78.00
Discipline Referral Forms: Three-Part, 8.5" X 11" NCR paper, single side	1,000	Each	\$0.179	\$179.00	\$0.18	\$180.00	\$0.174	\$174.00	\$0.096	\$96.00
Discipline Referral Forms: Three-Part, 8.5" X 11" NCR paper, single side	2,000	Each	\$0.151	\$302.00	\$0.1395	\$279.00	\$0.137	\$274.00	\$0.091	\$182.00
Common Area Citation: Two-Part, 5.5" X 4.25" NCR paper, single side	1,500	Each	\$0.061	\$91.50	\$0.119333	\$179.00	\$0.0573333	\$86.00	\$0.06	\$90.00
Positive Referral Forms: Two-Part, 8.5" X 5.5" NCR paper, single side	500	Each	\$0.138	\$69.00	\$0.17	\$85.00	\$0.098	\$49.00	\$0.096	\$48.00
Citation II: Three-Part, 8.5" X 3.75" NCR paper, single side	1,500	Each	\$0.117	\$175.50	\$0.147333	\$221.00	\$0.084	\$126.00	\$0.08	\$120.00
Admission Slip, 5" X 3", yellow, single-sided, padded 50/pad	2,000	Each	\$1.50	\$3,000.00	XX	XX	\$1.295	\$2,590.00	\$1.50	\$3,000.00
Office Request, 4.25" X 5.5", single-sided, padded 50/pad	5,000	Each	\$0.017	\$85.00	\$0.0386	\$193.00	\$0.0174	\$87.00	\$0.02	\$100.00
Post Card, "Husky Pride", 4" X 6.25", gray with blue print, double-sided	3,000	Each	\$0.062	\$186.00	\$0.11	\$330.00	\$0.0246666	\$74.00	\$0.03	\$90.00
Envelope with Return Address, One-Color, no Window, Icenhower intermediate School	2,500	Each	\$0.057	\$142.50	\$0.0708	\$177.00	\$0.0336	\$84.00	\$0.05	\$125.00
Letterhead Stationery, Two-Color, 8.5" X 11", Icenhower Intermediate School	3,000	Each	\$0.078	\$234.00	\$0.10833	\$324.99	\$0.049666	\$149.00	\$0.065	\$195.00

**Bid # 08-017  
Printing Services**

VENDORS			Gingerbread Press		JMB Business Forms		Logan Graphics, Inc.		MGM Printing	
Pass Form, Pink, 5.5" X 2.75", Single-Sided, Padded 50/pad	30,000	Each	\$0.01	\$300.00	\$0.0164	\$492.00	\$0.049	\$1,470.00	\$0.012	\$360.00
Envelope with Logo and Return Address, no Window, Wester Middle School	10,000	Each	\$0.039	\$390.00	\$0.28	\$2,800.00	\$0.0224	\$224.00	\$0.026	\$260.00
Student Disciplinary Referral Form, 8.5" X 11", Three-Part NCR Paper, Single-Sided	3,500	Each	\$0.14	\$490.00	\$0.10686	\$374.01	\$0.149428	\$523.00	\$0.089	\$311.50
Notice of Discipline Referral from Detention Form, 5.5" X 4.25", Three-Part NCR Paper, Single-Sided	3,500	Each	\$0.059	\$206.50	\$0.074286	\$260.00	\$0.052	\$182.00	\$0.059	\$206.50
Notice of Morning Detention Form, 5.5" X 4.25", Three-Part NCR Paper, Single-Sided	3,500	Each	\$0.059	\$206.50	\$0.074286	\$260.00	\$0.0497142	\$174.00	\$0.059	\$206.50
Office Request Form, 5.5" X 4.25", Single-Sided, Padded 50/pad	10,000	Each	\$0.015	\$150.00	\$0.0248	\$248.00	\$0.00878	\$87.80	\$0.0125	\$125.00
High School Course Description Guide	8,000	Each	XX	XX	XX	XX	\$0.48025	\$3,842.00	XX	XX
Letterhead Stationery and Envelope with Logo, Mansfield High School	1	Set	\$0.434	\$0.43	XX	XX				
Letterhead Stationery and Envelope with Logo, Mansfield Summit High School	1	Set	\$0.347	\$0.35	XX	XX				
Letterhead Stationery and Envelope with Logo, Mansfield Timberview High School	1	Set	\$0.215	\$0.22	XX	XX				
Letterhead Stationery and Envelope with Logo, Mansfield Legacy High School	1	Set	\$0.307	\$0.31	XX	XX	\$0.129107	\$0.13		
Suspension Notice, Two-part, 8.5" X 11" NCR paper	1,000	Each	\$0.125	\$125.00	\$0.17	\$170.00	\$0.137	\$137.00	\$0.085	\$85.00
Admission Blank, 5" X 3", blue, single-sided, padded 50/pad	1,500	Each	\$0.033	\$49.50	\$0.1113	\$166.95	\$0.0426666	\$64.00	\$0.05	\$75.00
Admission Blank, 5" X 3", blue, single-sided, padded 50/pad	5,000	Each	\$0.018	\$90.00	\$0.0512	\$256.00	\$0.0216	\$108.00	\$0.035	\$175.00
Early Dismissal, 4.25" X 3.75", green, single-sided, padded 50/pad	1,500	Each	\$0.033	\$49.50	\$0.111	\$166.50	\$0.0386666	\$58.00	\$0.04	\$60.00
Early Dismissal, 4.25" X 3.75", green, single-sided, padded 50/pad	3,000	Each	\$0.023	\$69.00	\$0.065	\$195.00	\$0.0230	\$69.00	\$0.04	\$120.00
Student Hall Pass, 4.25" X 3.75", yellow, single-sided, padded 50/pad	50,000	Each	\$0.46	\$23,000.00	\$0.01512	\$756.00	\$0.00548	\$274.00	\$0.09	\$4,500.00
Student Hall Pass, 4.25" X 3.75", yellow, single-sided, padded 50/pad	80,000	Each	\$0.42	\$33,600.00	\$0.01375	\$1,100.00	\$0.004725	\$378.00	\$0.09	\$7,200.00
Detention Notice Form, Four-part, 8" X 5" NCR paper	3,000	Each	\$0.115	\$345.00	\$0.18	\$540.00			\$0.086	\$258.00
Notice of Student Assignment to Detention Form, Two-part, 8.5" X 11" NCR paper	4,000	Each	\$0.081	\$324.00	\$0.073	\$292.00	\$0.11975	\$479.00	\$0.065	\$260.00
Notice of Saturday Detention Form, Three-part, 8.5" X 11" NCR paper	3,000	Each	\$0.142	\$426.00	\$0.1367	\$410.10			\$0.119	\$357.00
Pupil Assignment to Alternative Class, Two-part, 8.5" X 11" NCR paper	5,000	Each	\$0.078	\$390.00	\$0.07	\$350.00	\$0.0772	\$386.00	\$0.06	\$300.00

**Bid # 08-017  
Printing Services**

VENDORS			Gingerbread Press		JMB Business Forms		Logan Graphics, Inc.		MGM Printing	
Discipline Referral Form, Three-part, 8.5" X 11" NCR paper, single-sided	4,000	Each	\$0.178	\$712.00	\$0.103	\$412.00	\$0.14675	\$587.00	\$0.093	\$372.00
Infraction Form, Three-part, 8.5" X 5.5" NCR paper, single-sided	1,000	Each	\$0.131	\$131.00	\$0.178	\$178.00	\$0.144	\$144.00	\$0.075	\$75.00
Classroom Observation Feedback Forms: Three-Part, 8.5" X 11" NCR paper, single side	500	Each	\$0.23	\$115.00	\$0.298	\$149.00	\$0.288	\$144.00	\$0.14	\$70.00
Business Card with Logo, Two-Color, Matte Finish (bleed to edge)	1,000	Each	\$0.049	\$49.00	\$0.0685	\$68.50	\$0.172	\$172.00	\$0.075	\$75.00
Business Card with Logo, Two-Color, Glossy Finish (bleed to edge)	1,000	Each	\$0.049	\$49.00	\$0.08	\$80.00	\$0.19	\$190.00	\$0.075	\$75.00
Business Card with Logo, Black and White (bleed to edge)	1,000	Each	XX	XX	\$0.0535	\$53.50	\$0.095	\$95.00	\$0.075	\$75.00
Two-Sided Calendar, 8.5" X 11", Four-color, glossy, requires two-week turnaround	30,000	Each	\$0.0794	\$2,382.00	\$0.12	\$3,600.00	\$0.0647	\$1,941.00	\$0.072	\$2,160.00
Color Brochure (Kids are Our Business, glossy), 11" X 14", multi-color, glossy, quad-fold	1,000	Each	\$0.744	\$744.00	\$0.45	\$450.00	\$0.674	\$674.00	\$0.575	\$575.00
Double-sided Brochure, 8.5" X 11", Multi-color, Glossy	1,000	Each	\$0.718	\$718.00	\$0.475	\$475.00	\$0.542	\$542.00	\$0.50	\$500.00
Multi-Color Postcards, 8.5" X 5.5"	1,000	Each	\$0.485	\$485.00	\$0.35	\$350.00	\$0.573	\$573.00	\$0.35	\$350.00
Citations, Five-Part NCR Paper, Double-Sided, Numbered, padded 25 five-part forms per book	20	Book			\$32.25	\$645.00			\$210.00	\$4,200.00
MISD Parking Permit Application, 20# Paper, Black, White and Gray, Single Side 8.5" x 11".	2,000	Each	\$0.039	\$78.00	\$0.11	\$220.00	\$0.0435	\$87.00	\$0.109	\$218.00
Emergency Operations Plan, 67# Stock, White, Front and Back, Four-Color	5,000	Each	\$0.21	\$1,050.00	\$0.134	\$670.00	\$0.0748	\$374.00	\$0.1138	\$569.00
Free and Reduced-Price Application in English: Two-Sided, 11" X 17" paper, perforated in the center.	42,000	Each	\$0.04	\$1,680.00	\$0.0376	\$1,579.20	\$0.0315	\$1,322.00	\$0.04	\$1,764.00
Free and Reduced-Price Application in Spanish: Two-Sided, 11" X 17" paper, perforated in the center.	7,600	Each	\$0.067	\$509.20	\$0.0485	\$368.60	\$0.6368422	\$4,840.00	\$0.042	\$319.20
Copies, Black and White, 1-Sided, 1 to 1,000 Copies	1	Each	\$0.045		\$0.035		\$0.02 + \$35 set-up fee		\$0.03	
Copies, Black and White, 2-Sided, 1 to 1,000 Copies	1	Each	\$0.075		\$0.0495		\$0.038 + \$35 set-up fee		\$0.06	
Copies, Black and White, 1-Sided, 1,001 to 5,000	1	Each	\$0.03		\$0.03		\$0.02 + \$35 set-up fee		\$0.03	
Copies, Black and White, 2-Sided, 1,001 to 5,000	1	Each	\$0.06		\$0.049		\$0.038 + \$35 set-up fee		\$0.06	
Copies, Black and White, 1-Sided, 5,001 to 10,000	1	Each	\$0.025		\$0.04875		\$0.020		\$0.055	
Copies, Black and White, 2-Sided, 5,001 to 10,000	1	Each	\$0.045		\$0.0475		\$0.038		\$0.0575	
Copies, Black and White, 1-Sided, 10,000+	1	Each	\$0.02		\$0.0275		\$0.020		\$0.05	
Copies, Black and White, 2-Sided, 10,000+	1	Each	\$0.035		\$0.0485		\$0.038		\$0.055	
Copies, Color, 1-Sided, 8-1/2" x 11", 1 to 50 Copies	1	Each	\$0.39		\$0.24		\$0.48 + \$35 set-up fee		\$0.55	
Copies, Color, 1-Sided, 8-1/2" x 11", 50+ Copies	1	Each	\$0.25		\$0.225		\$0.48 + \$35 set-up fee		\$0.48	
Transparency, Black and White	1	Each					\$25.00		\$1.75	
Transparency, Color	1	Each					\$25.00		\$2.00	
<b>Do you offer...</b>										

**Bid # 08-017  
Printing Services**

VENDORS			Gingerbread Press	JMB Business Forms	Logan Graphics, Inc.	MGM Printing
Collating and Binding?			Yes	Yes	Yes	Yes
Cutting and Drilling?			Yes	Yes	Yes	Yes
Folding?			Yes	Yes	Yes	Yes
Mounting?			Yes	Yes	Yes	Yes
Laminating?			Yes	Yes	Yes	Yes
Insert Tabs Clear or Color?			Yes	Yes	Yes	Yes
Scoring?			Yes	Yes	Yes	Yes
Padding?			Yes	Yes	Yes	Yes
Perforation?			Yes	Yes	Yes	Yes
Bundling?			Yes	Yes	Yes	Yes
Mounting to Foam or Other Material?			Yes	Yes	Yes	Yes
Scanning and Electronic Transmission of Construction Plans?			Yes	Yes	Yes	Yes
Other?				Yes		
<b>Types of Binding Available...</b>						
Saddle Stitch?			Yes	Yes	Yes	Yes
Single Stitch?			Yes	Yes	Yes	Yes
Spiral Coils?				Yes	Twin loop Wire-O Binding	Yes
Staples?			Yes	Yes	Yes	Yes
Plastic Coil?			Yes	Yes	Yes	Yes
Tape Binding?				Yes	Yes	Yes
Thermal Binding?				Yes		Yes
Glue Binding?			Yes	Yes	Yes	Yes
<b>Document Solutions Offered...</b>						
Brochures, Black and White?			Yes	Yes	Yes	Yes
Brochures, Color?			Yes	Yes	Yes	Yes
Business Cards?			Yes	Yes	Yes	Yes
Calendars?			Yes	Yes	Yes	Yes
Cards (Graduation)?			Yes	Yes	Yes	Yes
Checks?			Yes	Yes	Yes	Yes
Course Catalogs?			Yes	Yes	Yes	Yes
Flyers?			Yes	Yes	Yes	Yes
Maps?			Yes		Yes	Yes
Manuals?			Yes	Yes	Yes	Yes
NCR Forms 2- to 5-Part with Snap?			Yes	Yes	Yes	Yes
NCR Forms 2- to 5-Part with Glue?			Yes	Yes	Yes	Yes
Pads?			Yes	Yes	Yes	Yes
Posters?			Yes	Yes	Yes	Yes
Receipt Books			Yes	Yes	Yes	Yes
Reports			Yes	Yes	Yes	Yes
Signs?			Yes	Yes	Yes	Yes
Banners?			Yes	Yes	Yes	Yes

**Bid # 08-017  
Printing Services**

VENDORS			Gingerbread Press	JMB Business Forms	Logan Graphics, Inc.	MGM Printing
Stickers?			Yes	Yes	Yes	Yes
Tablet Style Forms with Multiple Parts?			Yes	Yes	Yes	Yes
Other?				Yes		
<b>Printing Options...</b>						
Black Only?			Yes	Yes		Yes
Standard PMS 1-Color Process?			Yes	Yes		Yes
Standard PMS 2-Color Process?			Yes	Yes		Yes
Standard PMS 4-Color Process?			Yes	Yes		Yes
Other?				Yes	All PMS and Process	
<b>Media Types Offered...</b>						
Card Stock, Matte?			Yes	Yes	Yes	Yes
Card Stock, Glossy?			Yes	Yes	Yes	Yes
Text Stock, Matte?			Yes	Yes	Yes	Yes
Text Stock, Glossy?			Yes	Yes	Yes	Yes
<b>Signage/Special Materials...</b>						
Aluminum Signs?				Yes		Yes
Automobile Decals?			Yes	Yes		Yes
Vinyl Signs?				Yes		Yes
Other?				Yes		
<b>Design Information</b>			\$35.00 per hour	N/A	Standard typesetting is \$35 per hour, minimum \$15; graphic design is \$75 per hour, minimum \$35; Operate on both Mac and PC. Over 1,000+ type fonts	\$45.00 per hour for typesetting; MAC and PCs; 1500+ Typefaces
<b>Pickup and Delivery</b>						Yes, No Charge
Delivered by MISD to vendor:			Yes, at no charge	Yes, at no charge	Yes, at no charge	Yes, at no charge
Picked up by MISD at vendor's location:			Yes, at no charge	Yes, at no charge	Yes, at no charge	Yes, at no charge
Picked up by vendor at MISD:			Yes, at no charge	Yes, at no charge	Yes, at no charge	Yes, at no charge
Delivered to MISD by vendor:			Yes, at no charge	Yes, at no charge	Yes, at no charge	Yes, at no charge
Electronically sent to vendor by MISD:			Yes, at no charge	Yes, at no charge	Yes, at no charge	Yes, at no charge

**Bid # 08-017  
Printing Services**

VENDORS			Gingerbread Press	JMB Business Forms	Logan Graphics, Inc.	MGM Printing
UPS:			Shipping Charge	Yes, at no charge	Cost of UPS + handling	Yes, at no charge
USPS:			Shipping Charge	Yes, at no charge	Cost of USPS + handling	Yes, at no charge
FedEx:			Shipping Charge	Yes, at no charge	Cost of FedEx + handling	Yes, at no charge
<b>Inhouse Printing Equipment...</b>						
Small Offset?			Yes	Yes	Yes	Yes
Large Offset?			Yes	Yes	Yes	Yes
Webb?			Yes	Yes		
Letterpress?			Yes	Yes	Yes	
Four-Color Process?			Yes	Yes	Yes	Yes
Business Cards?			Yes	Yes	Yes	Yes
Banners?			Yes	Yes	Yes	
Posters?			Yes	Yes	Yes	
<b>Platforms supported by your system to allow electronic provision</b>						
MS Word			Yes	Yes	Yes	Yes
MS Publisher			Yes		Yes	Yes
Quark			Yes		Yes	Yes
Adobe in Design			Yes		Yes	Yes
Others			Photoshop, Illustrator		Yes	Illustrator
<b>Catalog Discount</b>				0%		0%
<b>Special Instructions</b>						
<b>Minimum Order</b>			None	N/A		\$50.00
<b>Delivery Costs</b>			None	None		None

**NOTE:** In order for each high school to procure letterhead stationery and envelopes from one vendor, the cost of one envelope and one piece of stationery were combined, and the total cost was used to determine the best price.

**XX = Does not meet specifications**

**Blank Cell under "Unit Price" = No Bid**

**Present at opening:**

Dottie Morrow, Buyer

Pam Fennell, Buyer

**Bid # 08-017  
Printing Services**

VENDORS	Qty	Unit	Marfield Corporate Stationery		MinuteMan Press		Office Depot		Print Solutions Media Group	
			Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
Letterhead Envelope, Two-Color, with Logo	6,500	Each	\$0.1548	\$1,006.20	\$0.049	\$318.50			\$0.065	\$422.50
Letterhead Stationery, Two-Color, with Logo	5,000	Each	\$0.1039	\$519.50	\$0.05	\$250.00	\$0.37	\$1,850.00	XX	XX
Envelope, Check, 8-5/8" X 3-5/8", with window, return address in black and white	10,000	Each	\$0.091	\$910.00	\$0.078555	\$785.55			\$0.035	\$350.00
Letterhead Envelope, Black and White	10,000	Each	\$0.0552	\$552.00	\$0.04	\$400.00			\$0.026	\$260.00
Letterhead Stationery, Black and White	5,000	Each	\$0.0545	\$272.50	\$0.028	\$140.00	XX	XX	\$0.0255	\$127.50
Check Requests, Three-Part, 8.5" X 5.5" NCR paper, shrink wrapped 25/package	2,500	Each	\$0.1574	\$393.50	\$0.107	\$267.50			\$0.064	\$160.00
Warehouse Pickup and Delivery Request Four-Part, 8.5" X 11" NCR paper, shrink wrapped 25 per package	2,000	Each	\$0.2686	\$537.20	\$0.247	\$494.00			\$0.135	\$270.00
MISD Records Storage Label, 7" X 11", adhesive-backed	5,000	Each	\$0.1898	\$949.00	\$0.272	\$1,360.00			\$0.165	\$825.00
Purchase Order Forms, Six-Part 8.5" X 11" NCR paper, first sheet double-sided, remainder single-sided	12,000	Each			\$0.275	\$3,300.00			\$0.14	\$1,680.00
Parent-Teacher Conference Forms: Three-Part, 8.5" X 11" NCR paper, single side	1,000	Each	\$0.2789	\$278.90	\$0.212	\$212.00	\$0.19	\$190.00	\$0.125	\$125.00
Office Referral Forms: Three-Part, 8.5" X 11" NCR paper, single side	500	Each	\$0.3458	\$172.90	\$0.247	\$123.50	\$0.19	\$95.00	\$0.150	\$75.00
Discipline Referral Forms: Three-Part, 8.5" X 11" NCR paper, single side	1,000	Each	\$0.2789	\$278.90	\$0.212	\$212.00	\$0.19	\$190.00	\$0.125	\$125.00
Discipline Referral Forms: Three-Part, 8.5" X 11" NCR paper, single side	2,000	Each	\$0.251	\$502.00	\$0.212	\$424.00	\$0.19	\$380.00	\$0.10	\$200.00
Common Area Citation: Two-Part, 5.5" X 4.25" NCR paper, single side	1,500	Each	\$0.1777	\$266.55	\$0.079	\$118.50	\$0.10	\$150.00	\$0.04	\$60.00
Positive Referral Forms: Two-Part, 8.5" X 5.5" NCR paper, single side	500	Each	\$0.1903	\$95.15	\$0.172	\$86.00	\$0.10	\$50.00	\$0.120	\$60.00
Citation II: Three-Part, 8.5" X 3.75" NCR paper, single side	1,500	Each	\$0.1666	\$249.90	\$0.081	\$121.50	\$0.15	\$225.00	\$0.052	\$78.00
Admission Slip, 5" X 3", yellow, single-sided, padded 50/pad	2,000	Each	\$1.88	\$3,760.00	\$1.336	\$2,672.00			\$1.25	\$2,500.00
Office Request, 4.25" X 5.5", single-sided, padded 50/pad	5,000	Each	\$0.0242	\$121.00	\$0.02388	\$119.40			\$0.015	\$75.00
Post Card, "Husky Pride", 4" X 6.25", gray with blue print, double-sided	3,000	Each	\$0.0706	\$211.80	\$0.093	\$279.00			\$0.04	\$120.00
Envelope with Return Address, One-Color, no Window, Icenhower intermediate School	2,500	Each	\$0.1385	\$346.25	\$0.049	\$122.50			\$0.04	\$100.00
Letterhead Stationery, Two-Color, 8.5" X 11", Icenhower Intermediate School	3,000	Each	\$0.0897	\$269.10	\$0.102	\$306.00	XX	XX	\$0.055	\$165.00

**Bid # 08-017  
Printing Services**

VENDORS			Marfield Corporate Stationery		MinuteMan Press		Office Depot		Print Solutions Media Group	
Pass Form, Pink, 5.5" X 2.75", Single-Sided, Padded 50/pad	30,000	Each	\$0.754	\$22,620.00	\$0.662	\$19,860.00			\$0.005	\$150.00
Envelope with Logo and Return Address, no Window, Wester Middle School	10,000	Each	\$0.0548	\$548.00	\$0.045	\$450.00			\$0.026	\$260.00
Student Disciplinary Referral Form, 8.5" X 11", Three-Part NCR Paper, Single-Sided	3,500	Each	\$0.2366	\$828.10	\$0.174	\$609.00			\$0.085	\$297.50
Notice of Discipline Referral from Detention Form, 5.5" X 4.25", Three-Part NCR Paper, Single-Sided	3,500	Each	\$0.0919	\$321.65	\$0.102	\$357.00	\$0.15	\$525.00	\$0.03685	\$128.98
Notice of Morning Detention Form, 5.5" X 4.25", Three-Part NCR Paper, Single-Sided	3,500	Each	\$0.0919	\$321.65	\$0.102	\$357.00	\$0.15	\$525.00	\$0.03685	\$128.98
Office Request Form, 5.5" X 4.25", Single-Sided, Padded 50/pad	10,000	Each	\$1.0845	\$10,845.00	\$0.968	\$9,680.00			\$0.0091	\$91.00
High School Course Description Guide	8,000	Each	\$1.3322	\$10,657.60	\$2.83	\$22,640.00			\$1.00	\$8,000.00
Letterhead Stationery and Envelope with Logo, Mansfield High School	1	Set			\$0.424	\$0.42			\$0.30625	\$0.31
Letterhead Stationery and Envelope with Logo, Mansfield Summit High School	1	Set			\$0.28	\$0.28			\$0.20042	\$0.20
Letterhead Stationery and Envelope with Logo, Mansfield Timberview High School	1	Set	\$0.2411	\$0.24	\$0.292	\$0.29			\$0.12875	\$0.13
Letterhead Stationery and Envelope with Logo, Mansfield Legacy High School	1	Set			\$0.28	\$0.28			\$0.30892	\$0.31
Suspension Notice, Two-part, 8.5" X 11" NCR paper	1,000	Each	\$0.217	\$217.00	\$0.137	\$137.00	\$0.10	\$100.00	\$0.09	\$90.00
Admission Blank, 5" X 3", blue, single-sided, padded 50/pad	1,500	Each	\$2.61	\$3,915.00	\$2.523	\$3,784.50			\$0.03	\$45.00
Admission Blank, 5" X 3", blue, single-sided, padded 50/pad	5,000	Each	\$1.45	\$7,250.00	\$1.123	\$5,615.00			XX	XX
Early Dismissal, 4.25" X 3.75", green, single-sided, padded 50/pad	1,500	Each	\$2.45	\$3,675.00	\$2.459	\$3,688.50			\$0.03	\$45.00
Early Dismissal, 4.25" X 3.75", green, single-sided, padded 50/pad	3,000	Each	\$1.15	\$3,450.00	\$1.525	\$4,575.00			\$0.022	\$66.00
Student Hall Pass, 4.25" X 3.75", yellow, single-sided, padded 50/pad	50,000	Each	\$0.6968	\$34,840.00	\$0.657	\$32,850.00			\$0.006	\$300.00
Student Hall Pass, 4.25" X 3.75", yellow, single-sided, padded 50/pad	80,000	Each	\$0.644	\$51,520.00	\$0.60	\$48,000.00			\$0.005	\$400.00
Detention Notice Form, Four-part, 8" X 5" NCR paper	3,000	Each	\$0.2004	\$601.20	\$0.23	\$681.00	\$0.22	\$660.00	\$0.07	\$210.00
Notice of Student Assignment to Detention Form, Two-part, 8.5" X 11" NCR paper	4,000	Each	\$0.1527	\$610.80	\$0.111	\$444.00	\$0.10	\$400.00	\$0.055	\$220.00
Notice of Saturday Detention Form, Three-part, 8.5" X 11" NCR paper	3,000	Each	\$0.2417	\$725.10	\$0.1879933	\$563.98	\$0.19	\$570.00	\$0.09	\$270.00
Pupil Assignment to Alternative Class, Two-part, 8.5" X 11" NCR paper	5,000	Each	\$0.1495	\$747.50	\$0.103	\$515.00	\$0.10	\$500.00	\$0.05	\$250.00

**Bid # 08-017  
Printing Services**

VENDORS			Marfield Corporate Stationery		MinuteMan Press		Office Depot		Print Solutions Media Group	
Discipline Referral Form, Three-part, 8.5" X 11" NCR paper, single-sided	4,000	Each	\$0.2366	\$946.40	\$0.172	\$688.00	\$0.19	\$760.00	\$0.06	\$240.00
Infraction Form, Three-part, 8.5" X 5.5" NCR paper, single-sided	1,000	Each	\$0.191	\$190.50	\$0.223	\$223.00	\$0.15	\$150.00	\$0.085	\$85.00
Classroom Observation Feedback Forms: Three-Part, 8.5" X 11" NCR paper, single side	500	Each	\$0.346	\$172.90	\$0.247	\$123.50	\$0.19	\$95.00	\$0.24	\$120.00
Business Card with Logo, Two-Color, Matte Finish (bleed to edge)	1,000	Each	\$0.045	\$44.50	\$0.037	\$37.00			\$0.07	\$70.00
Business Card with Logo, Two-Color, Glossy Finish (bleed to edge)	1,000	Each	\$0.046	\$45.50	XX	XX			\$0.075	\$75.00
Business Card with Logo, Black and White (bleed to edge)	1,000	Each	\$0.036	\$35.50	\$0.03	\$30.00			\$0.035	\$35.00
Two-Sided Calendar, 8.5" X 11", Four-color, glossy, requires two-week turnaround	30,000	Each	\$0.103	\$3,084.00	\$0.122	\$3,660.00			\$0.05	\$1,500.00
Color Brochure (Kids are Our Business, glossy), 11" X 14", multi-color, glossy, quad-fold	1,000	Each	\$1.146	\$1,145.80	\$0.815	\$815.00			\$0.40	\$400.00
Double-sided Brochure, 8.5" X 11", Multi-color, Glossy	1,000	Each	\$0.908	\$908.00	\$0.204	\$204.00	\$0.74	\$740.00	\$0.30	\$300.00
Multi-Color Postcards, 8.5" X 5.5"	1,000	Each	\$0.888	\$887.50	\$0.522	\$522.00			\$0.275	\$275.00
Citations, Five-Part NCR Paper, Double-Sided, Numbered, padded 25 five-part forms per book	20	Book			\$8.182	\$163.64			\$10.00	\$200.00
MISD Parking Permit Application, 20# Paper, Black, White and Gray, Single Side 8.5" x 11".	2,000	Each	\$0.0678	\$135.60	\$0.09	\$180.00		\$0.022	\$0.0375	\$75.00
Emergency Operations Plan, 67# Stock, White, Front and Back, Four-Color	5,000	Each	\$0.2359	\$1,179.50	\$0.227	\$1,135.00		\$0.778	\$0.080	\$400.00
Free and Reduced-Price Application in English: Two-Sided, 11" X 17" paper, perforated in the center.	42,000	Each	\$0.0773	\$3,246.60	\$0.271	\$11,382.00			\$0.035	\$1,470.00
Free and Reduced-Price Application in Spanish: Two-Sided, 11" X 17" paper, perforated in the center.	7,600	Each	\$0.152	\$1,155.20	\$0.348	\$2,644.80			\$0.056	\$425.60
Copies, Black and White, 1-Sided, 1 to 1,000 Copies	1	Each			\$0.109		\$0.022		\$0.04	
Copies, Black and White, 2-Sided, 1 to 1,000 Copies	1	Each			\$0.209		\$0.044		\$0.045	
Copies, Black and White, 1-Sided, 1,001 to 5,000	1	Each			\$0.109		\$0.022		\$0.035	
Copies, Black and White, 2-Sided, 1,001 to 5,000	1	Each			\$0.209		\$0.044		\$0.04	
Copies, Black and White, 1-Sided, 5,001 to 10,000	1	Each			\$0.109		\$0.022		\$0.032	
Copies, Black and White, 2-Sided, 5,001 to 10,000	1	Each			\$0.111		\$0.044		\$0.038	
Copies, Black and White, 1-Sided, 10,000+	1	Each			\$0.06		\$0.022		\$0.030	
Copies, Black and White, 2-Sided, 10,000+	1	Each			\$0.111		\$0.044		\$0.035	
Copies, Color, 1-Sided, 8-1/2" x 11", 1 to 50 Copies	1	Each			\$0.25		\$0.37		\$0.60	
Copies, Color, 1-Sided, 8-1/2" x 11", 50+ Copies	1	Each			\$0.25		\$0.37		\$0.50	
Transparency, Black and White	1	Each			\$0.25		\$0.32			
Transparency, Color	1	Each			\$0.25		\$0.68			
<b>Do you offer...</b>										

**Bid # 08-017  
Printing Services**

VENDORS			Marfield Corporate Stationery	MinuteMan Press	Office Depot	Print Solutions Media Group
Collating and Binding?				Yes	Yes	Yes
Cutting and Drilling?			Yes	Yes	Yes	Yes
Folding?			Yes	Yes	Yes	Yes
Mounting?					Yes	
Laminating?					Yes	Yes
Insert Tabs Clear or Color?					Yes	Yes
Scoring?			Yes	Yes	Yes	Yes
Padding?			Yes	Yes	Yes	Yes
Perforation?			Yes	Yes		Yes
Bundling?					Yes	
Mounting to Foam or Other Material?					Yes	
Scanning and Electronic Transmission of Construction Plans?					Yes	
Other?						
<b>Types of Binding Available...</b>						
Saddle Stitch?				Yes	Yes	Yes
Single Stitch?				Yes		Yes
Spiral Coils?				Yes	Yes	Yes
Staples?				Yes	Yes	Yes
Plastic Coil?				Yes	Yes	Yes
Tape Binding?					Yes	
Thermal Binding?				Yes	Yes	
Glue Binding?				Yes	Yes	Yes
<b>Document Solutions Offered...</b>						
Brochures, Black and White?			Yes	Yes	Yes	Yes
Brochures, Color?			Yes	Yes	Yes	Yes
Business Cards?			Yes	Yes		Yes
Calendars?				Yes	Yes	Yes
Cards (Graduation)?				Yes		
Checks?				Yes		Yes
Course Catalogs?				Yes	Yes	Yes
Flyers?			Yes	Yes	Yes	Yes
Maps?			Yes	Yes	Yes	Yes
Manuals?			Yes	Yes	Yes	Yes
NCR Forms 2- to 5-Part with Snap?			Yes	Yes		Yes
NCR Forms 2- to 5-Part with Glue?			Yes	Yes	Yes	Yes
Pads?			Yes	Yes	Yes	Yes
Posters?					Yes	Yes
Receipt Books					Yes	Yes
Reports				Yes	Yes	Yes
Signs?					Yes	Yes
Banners?					Yes	Yes

**Bid # 08-017  
Printing Services**

VENDORS			Marfield Corporate Stationery	MinuteMan Press	Office Depot	Print Solutions Media Group
Stickers?			Yes	Yes		Yes
Tablet Style Forms with Multiple Parts?				Yes		Yes
Other?						
<b>Printing Options...</b>						
Black Only?				Yes	Yes	Yes
Standard PMS 1-Color Process?			Yes	Yes	Yes	Yes
Standard PMS 2-Color Process?			Yes	Yes	Yes	Yes
Standard PMS 4-Color Process?			Yes	Yes	Yes	Yes
Other?				Digital Process		Yes
<b>Media Types Offered...</b>						
Card Stock, Matte?			Yes	Yes	Yes	Yes
Card Stock, Glossy?			Yes	Yes	Yes	Yes
Text Stock, Matte?			Yes	Yes	Yes	Yes
Text Stock, Glossy?			Yes	Yes	Yes	Yes
<b>Signage/Special Materials...</b>						
Aluminum Signs?						Yes
Automobile Decals?						Yes
Vinyl Signs?					Yes	Yes
Other?						
<b>Design Information</b>			Cost included with camera-ready copy furnished. Miscellaneous charges will be quoted at the time of order.	Graphics including typesetting and design \$60.00 per hour on computer.	Simple \$11.25; Half Page \$22.50; 8.5" X 11" \$45.00	Typesetting or graphic design \$25.00 per hour.
<b>Pickup and Delivery</b>						
Delivered by MISD to vendor:			Yes, at no charge	Yes, at no charge	Delivery from retail may apply; otherwise free	Yes, at no charge
Picked up by MISD at vendor's location:			Yes, at no charge	Yes, at no charge	Yes, at no charge	Yes, at no charge
Picked up by vendor at MISD:			Add courier cost	Yes, at no charge	Yes, at no charge	Yes, at no charge
Delivered to MISD by vendor:			Yes, UPS ground included in pricing	Yes, at no charge	Yes, at no charge	Yes, at no charge
Electronically sent to vendor by MISD:			Yes	Yes, at no charge	Yes, at no charge	Yes

**Bid # 08-017  
Printing Services**

VENDORS			Marfield Corporate Stationery	MinuteMan Press	Office Depot	Print Solutions Media Group
UPS:			Yes, at no charge		Yes, at no charge	Yes, Cost to be determined
USPS:			No		Yes, at no charge	Yes, Cost to be determined
FedEx:			No		Yes, at no charge	Yes, Cost to be determined
<b>Inhouse Printing Equipment...</b>						
Small Offset?			Yes	Yes	Yes	Yes
Large Offset?					Yes	Yes
Webb?					Yes	Yes
Letterpress?						Yes
Four-Color Process?				Digital	Yes	Yes
Business Cards?			Yes	Yes		Yes
Banners?					Yes	Yes
Posters?					Yes	Yes
<b>Platforms supported by your system to allow electronic provision</b>						
MS Word				Yes	Yes	Yes
MS Publisher				Yes	Yes	Yes
Quark			Yes			Yes
Adobe in Design			Yes	Yes	Yes	Yes
Others				Adobe Creative Suite 2 & 3		.pdf Indesign
<b>Catalog Discount</b>			\$0.000		25%	
<b>Special Instructions</b>						
<b>Minimum Order</b>			\$75,000.00 yearly contract	10%	100%	\$25.00 if possible
<b>Delivery Costs</b>			UPS Ground charges included in pricing	None	None	N/A

**NOTE:** In order for each high school to procure letterhead stationery and envelopes from one vendor, the cost of one envelope and one piece of stationery were combined, and the total cost was used to determine the best price.

**XX = Does not meet specifications**

**Blank Cell under "Unit Price" = No Bid**

**Present at opening:**

Dottie Morrow, Buyer

Pam Fennell, Buyer

**Bid # 08-017  
Printing Services**

VENDORS	Qty	Unit	RABO Business Forms, Inc.		Swifty Printing & Graphics	
			Unit Price	Extended Price	Unit Price	Extended Price
Letterhead Envelope, Two-Color, with Logo	6,500	Each				\$513.15
Letterhead Stationery, Two-Color, with Logo	5,000	Each				\$636.45
Envelope, Check, 8-5/8" X 3-5/8", with window, return address in black and white	10,000	Each			\$0.057539	\$575.39
Letterhead Envelope, Black and White	10,000	Each				\$438.10
Letterhead Stationery, Black and White	5,000	Each				\$173.88
Check Requests, Three-Part, 8.5" X 5.5" NCR paper, shrink wrapped 25/package	2,500	Each				\$294.16
Warehouse Pickup and Delivery Request Four-Part, 8.5" X 11" NCR paper, shrink wrapped 25 per package	2,000	Each				\$507.97
MISD Records Storage Label, 7" X 11", adhesive-backed	5,000	Each				\$796.83
Purchase Order Forms, Six-Part 8.5" X 11" NCR paper, first sheet double-sided, remainder single-sided	12,000	Each	\$0.188	\$2,256.00		\$2,349.26
Parent-Teacher Conference Forms: Three-Part, 8.5" X 11" NCR paper, single side	1,000	Each				\$203.56
Office Referral Forms: Three-Part, 8.5" X 11" NCR paper, single side	500	Each				\$203.56
Discipline Referral Forms: Three-Part, 8.5" X 11" NCR paper, single side	1,000	Each				\$203.56
Discipline Referral Forms: Three-Part, 8.5" X 11" NCR paper, single side	2,000	Each				\$352.21
Common Area Citation: Two-Part, 5.5" X 4.25" NCR paper, single side	1,500	Each				\$78.25
Positive Referral Forms: Two-Part, 8.5" X 5.5" NCR paper, single side	500	Each				\$62.36
Citation II: Three-Part, 8.5" X 3.75" NCR paper, single side	1,500	Each				\$123.45
Admission Slip, 5" X 3", yellow, single-sided, padded 50/pad	2,000	Each				XX
Office Request, 4.25" X 5.5", single-sided, padded 50/pad	5,000	Each				\$145.91
Post Card, "Husky Pride", 4" X 6.25", gray with blue print, double-sided	3,000	Each				\$195.62
Envelope with Return Address, One-Color, no Window, Icenhower intermediate School	2,500	Each				\$188.67
Letterhead Stationery, Two-Color, 8.5" X 11", Icenhower Intermediate School	3,000	Each				\$283.35

**Bid # 08-017  
Printing Services**

<b>VENDORS</b>			<b>RABO Business Forms, Inc.</b>	<b>Swifty Printing &amp; Graphics</b>
Pass Form, Pink, 5.5" X 2.75", Single-Sided, Padded 50/pad	30,000	Each		\$419.78
Envelope with Logo and Return Address, no Window, Wester Middle School	10,000	Each		\$490.90
Student Disciplinary Referral Form, 8.5" X 11", Three-Part NCR Paper, Single-Sided	3,500	Each		\$573.43
Notice of Discipline Referral from Detention Form, 5.5" X 4.25", Three-Part NCR Paper, Single-Sided	3,500	Each		\$191.92
Notice of Morning Detention Form, 5.5" X 4.25", Three-Part NCR Paper, Single-Sided	3,500	Each		\$191.92
Office Request Form, 5.5" X 4.25", Single-Sided, Padded 50/pad	10,000	Each		\$166.73
High School Course Description Guide	8,000	Each		\$10,302.28
Letterhead Stationery and Envelope with Logo, Mansfield High School	1	Set		
Letterhead Stationery and Envelope with Logo, Mansfield Summit High School	1	Set		
Letterhead Stationery and Envelope with Logo, Mansfield Timberview High School	1	Set		
Letterhead Stationery and Envelope with Logo, Mansfield Legacy High School	1	Set		
Suspension Notice, Two-part, 8.5" X 11" NCR paper	1,000	Each		\$136.84
Admission Blank, 5" X 3", blue, single-sided, padded 50/pad	1,500	Each		\$54.07
Admission Blank, 5" X 3", blue, single-sided, padded 50/pad	5,000	Each		\$132.02
Early Dismissal, 4.25" X 3.75", green, single-sided, padded 50/pad	1,500	Each		\$47.62
Early Dismissal, 4.25" X 3.75", green, single-sided, padded 50/pad	3,000	Each		\$74.18
Student Hall Pass, 4.25" X 3.75", yellow, single-sided, padded 50/pad	50,000	Each		\$555.30
Student Hall Pass, 4.25" X 3.75", yellow, single-sided, padded 50/pad	80,000	Each		\$845.43
Detention Notice Form, Four-part, 8" X 5" NCR paper	3,000	Each		\$0.196826 \$590.48
Notice of Student Assignment to Detention Form, Two-part, 8.5" X 11" NCR paper	4,000	Each		\$420.62
Notice of Saturday Detention Form, Three-part, 8.5" X 11" NCR paper	3,000	Each		\$0.166956 \$500.87
Pupil Assignment to Alternative Class, Two-part, 8.5" X 11" NCR paper	5,000	Each		\$512.04

**Bid # 08-017  
Printing Services**

VENDORS			RABO Business Forms, Inc.	Swifty Printing & Graphics
Discipline Referral Form, Three-part, 8.5" X 11" NCR paper, single-sided	4,000	Each		\$644.81
Infraction Form, Three-part, 8.5" X 5.5" NCR paper, single-sided	1,000	Each		\$128.58
Classroom Observation Feedback Forms: Three-Part, 8.5" X 11" NCR paper, single side	500	Each		\$122.95
Business Card with Logo, Two-Color, Matte Finish (bleed to edge)	1,000	Each		
Business Card with Logo, Two-Color, Glossy Finish (bleed to edge)	1,000	Each		
Business Card with Logo, Black and White (bleed to edge)	1,000	Each		
Two-Sided Calendar, 8.5" X 11", Four-color, glossy, requires two-week turnaround	30,000	Each		\$2,145.55
Color Brochure (Kids are Our Business, glossy), 11" X 14", multi-color, glossy, quad-fold	1,000	Each		\$684.86
Double-sided Brochure, 8.5" X 11", Multi-color, Glossy	1,000	Each		\$521.56
Multi-Color Postcards, 8.5" X 5.5"	1,000	Each		\$523.14
Citations, Five-Part NCR Paper, Double-Sided, Numbered, padded 25 five-part forms per book	20	Book		
MISD Parking Permit Application, 20# Paper, Black, White and Gray, Single Side 8.5" x 11".	2,000	Each		\$76.00
Emergency Operations Plan, 67# Stock, White, Front and Back, Four-Color	5,000	Each		\$775.23
Free and Reduced-Price Application in English: Two-Sided, 11" X 17" paper, perforated in the center.	42,000	Each		\$4,044.16
Free and Reduced-Price Application in Spanish: Two-Sided, 11" X 17" paper, perforated in the center.	7,600	Each		\$982.06
Copies, Black and White, 1-Sided, 1 to 1,000 Copies	1	Each		\$0.04
Copies, Black and White, 2-Sided, 1 to 1,000 Copies	1	Each		\$0.08
Copies, Black and White, 1-Sided, 1,001 to 5,000	1	Each		\$0.035
Copies, Black and White, 2-Sided, 1,001 to 5,000	1	Each		\$0.065
Copies, Black and White, 1-Sided, 5,001 to 10,000	1	Each		\$0.03
Copies, Black and White, 2-Sided, 5,001 to 10,000	1	Each		\$0.055
Copies, Black and White, 1-Sided, 10,000+	1	Each		\$0.028
Copies, Black and White, 2-Sided, 10,000+	1	Each		
Copies, Color, 1-Sided, 8-1/2" x 11", 1 to 50 Copies	1	Each		\$0.79
Copies, Color, 1-Sided, 8-1/2" x 11", 50+ Copies	1	Each		\$.59 to \$.20
Transparency, Black and White	1	Each		
Transparency, Color	1	Each		
<b>Do you offer...</b>				

**Bid # 08-017  
Printing Services**

VENDORS			RABO Business Forms, Inc.	Swifty Printing & Graphics
Collating and Binding?				Yes
Cutting and Drilling?				Yes
Folding?				Yes
Mounting?				
Laminating?				
Insert Tabs Clear or Color?				
Scoring?				Yes
Padding?				Yes
Perforation?				Yes
Bundling?				Yes
Mounting to Foam or Other Material?				
Scanning and Electronic Transmission of Construction Plans?				
Other?				
<b>Types of Binding Available...</b>				
Saddle Stitch?				Yes
Single Stitch?				Yes
Spiral Coils?				Yes
Staples?				Yes
Plastic Coil?				Yes
Tape Binding?				
Thermal Binding?				
Glue Binding?				
<b>Document Solutions Offered...</b>				
Brochures, Black and White?				Yes
Brochures, Color?				Yes
Business Cards?				Yes
Calendars?				Yes
Cards (Graduation)?				Yes
Checks?				Yes
Course Catalogs?				Yes
Flyers?				Yes
Maps?				Yes
Manuals?				Yes
NCR Forms 2- to 5-Part with Snap?				Yes
NCR Forms 2- to 5-Part with Glue?				Yes
Pads?				Yes
Posters?				Yes
Receipt Books				Yes
Reports				Yes
Signs?				
Banners?				

**Bid # 08-017  
Printing Services**

VENDORS			RABO Business Forms, Inc.	Swifty Printing & Graphics
Stickers?				
Tablet Style Forms with Multiple Parts?				
Other?				
<b>Printing Options...</b>				
Black Only?				Yes
Standard PMS 1-Color Process?				Yes
Standard PMS 2-Color Process?				Yes
Standard PMS 4-Color Process?				Yes
Other?				4-Color plus aqueous coating
<b>Media Types Offered...</b>				Yes
Card Stock, Matte?				Yes
Card Stock, Glossy?				Yes
Text Stock, Matte?				Yes
Text Stock, Glossy?				
<b>Signage/Special Materials...</b>				
Aluminum Signs?				
Automobile Decals?				
Vinyl Signs?				
Other?				
<b>Design Information</b>				Typesetting, graphic design, \$85.50 per hour. Hundreds of typefonts. All commercial grade programs. Can process customer-produced files. Complete graphic design and layout provided.
<b>Pickup and Delivery</b>				
Delivered by MISD to vendor:				Yes
Picked up by MISD at vendor's location:				Yes
Picked up by vendor at MISD:				Yes
Delivered to MISD by vendor:				Yes
Electronically sent to vendor by MISD:				Yes

**Bid # 08-017  
Printing Services**

VENDORS			RABO Business Forms, Inc.	Swifty Printing & Graphics
UPS:				
USPS:				
FedEx:				Yes
<b>Inhouse Printing Equipment...</b>				
Small Offset?				Yes
Large Offset?				Yes
Webb?				
Letterpress?				
Four-Color Process?				Yes
Business Cards?				Yes
Banners?				
Posters?				
<b>Platforms supported by your system to allow electronic provision</b>				
MS Word				Yes
MS Publisher				Yes
Quark			Yes	Yes
Adobe in Design			Yes	Yes
Others				Photoshop, InDesign, Illustrator, PC and MAC
<b>Catalog Discount</b>				
<b>Special Instructions</b>				
<b>Minimum Order</b>				
<b>Delivery Costs</b>				

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**Present at opening:**

Dottie Morrow, Buyer

Pam Fennell, Buyer