

TO: Tracey Crawford, Executive Director
FROM: Brian Selders, Manager of Public Relations and Marketing
RE: Printing Proposals Summary for Winter/Spring 2018 – Fall 2020
DATE: July 12, 2017

In order to enhance the ability of staff to forecast printing expenses and save on costs, NWSRA opened bids for all anticipated printing projects to take place over the next three years. Requests for bids on the NWSRA brochures for Winter/Spring 2018 through Fall 2020 (9 seasonal program brochures and 3 day camp brochures) as well as other 2018-2020 printing projects (see attached), were made available to printing companies via e-mail and posted online through the FOIA and Transparency site and at www.nwsra.org/bid. Nine printing companies responded with bids that met the bid specifications.

Staff have attached two documents:

1. Listing of all bids from all printing companies on each printing project with the recommended bid winner for each project highlighted
2. Listing of the recommended bid winners for each printing project

Upon completion of the printing bid process, staff calculated the total amount to be spent on printing projects over the next three years based on the recommended bid winners:

Total cost of 2018-2020 printing projects: \$70,263.00
(based on staff recommendation)

The recommendation is made based on the following factors:

1. Quality of references
2. Accuracy of information included in the proposal
3. Total cost of project

Based on the above factors, staff recommend to move forward with the following vendor for the 2018-2020 Printing Bids.

Motion: To accept the staff recommendations on the attached listing of the recommended bid winners.

Vendor:	Creekside Printing	John S. Swift Co., Inc.	Paulson Press, Inc.	TPM Graphics, Inc.
NWSRA Seasonal Brochure	\$43,578.00	\$34,341.00	\$50,100.00	\$67,320.00
Annual Report	\$7,011.00	\$7,572.00		\$9,450.00
Day Camp Brochure	\$1,938.00	\$2,208.00		\$1,890.00
SLSF Gold Medal Fashion Show Stationary		\$4,155.00		\$3,114.00
SLSF Gold Medal Fashion Show Program Book		\$2,901.00		\$1,620.00
SLSF Gold Medal Fashion Show Raffle Ticket				\$705.00
SLSF Celebrate Ability Raffle Ticket				\$486.00
SLSF Celebrate Ability Stationary		\$4,590.00		\$3,465.00
SLSF Celebrate Ability Program Book		\$1,740.00		\$2,145.00
SLSF Holiday Annual Appeal		\$13,944.00		\$10,056.00
NWSRA Thank You Cards		\$702.00		\$480.00
SLSF Thank You Cards		\$702.00		\$480.00
NWSRA/SLSF Thank You Card Envelopes		\$255.00		\$300.00
NWSRA Stationary		\$1,140.00		\$630.00
NWSRA Envelope				\$588.00
SLSF Stationary		\$1,200.00		\$810.00
SLSF Envelope				\$786.00
PURSUIT Stationary		\$690.00		\$474.00
PURSUIT Envelope				\$870.00
SLSF Donation Remittance Envelope				\$462.00

	Vendor	Bid Amount
NWSRA Seasonal Brochure	John S. Swift	\$34,341.00
Annual Report	Creekside Printing	\$7,011.00
Day Camp Brochure	TPM Graphics	\$1,890.00
SLSF Gold Medal Fashion Show Stationary	TPM Graphics	\$3,114.00
SLSF Gold Medal Fashion Show Program Book	TPM Graphics	\$1,620.00
SLSF Gold Medal Fashion Show Raffle Ticket	TPM Graphics	\$705.00
SLSF Celebrate Ability Raffle Ticket	TPM Graphics	\$486.00
SLSF Celebrate Ability Stationary	TPM Graphics	\$3,465.00
SLSF Celebrate Ability Program Book	John S. Swift	\$1,740.00
SLSF Holiday Annual Appeal	TPM Graphics	\$10,056.00
NWSRA Thank You Cards	TPM Graphics	\$480.00
SLSF Thank You Cards	TPM Graphics	\$480.00
NWSRA/SLSF Thank You Card Envelopes	John S. Swift	\$255.00
NWSRA Stationary	TPM Graphics	\$630.00
NWSRA Envelope	TPM Graphics	\$588.00
SLSF Stationary	TPM Graphics	\$810.00
SLSF Envelope	TPM Graphics	\$786.00
PURSUIT Stationary	TPM Graphics	\$474.00
PURSUIT Envelope	TPM Graphics	\$870.00
SLSF Donation Remittance Envelope	TPM Graphics	\$462.00
	Total	\$70,263.00