



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Anthony Latella (Director of Print Services)
Date: 06/27/22
Re: Color and Specialty Paper Supplies – FY 22-23

Contractor Name: Lindenmeyr Munroe

Contractor Address: 235 Great Pond Drive, Windsor, CT 06095

Is the contractor a Minority or Women Owned Small Business? No

Renewal or Award of Contract/Agreement? Award of Contract

Total Amount of Contract/Agreement and the Hourly or Service Rate:

Not to Exceed \$ 596,886.26

Contract or Agreement #: 70205041

Funding Source & Account #: BoE Operating Budget - 190-478-00-55520

Key Questions: (Please have someone ready to discuss the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education):

1. **What specific service will the contractor provide:**

The above commodities contract is for the paper and substrates needed to produce printed material for the 2022-2023 school year. In order to effectively brand NHPS and to foster and improve communication between NHPS, The City of New Haven and all stakeholders of NHPS the production of high-quality printed materials is required. This includes Wall, Floor and freestanding graphics for school buildings to promote safety and community within our schools.

The Print Shop and NHPS students provide the district with various materials including: Business Cards, Posters, Banners, Letterhead, Bound Booklets, Carbon-Copy Forms, Floor and Surface decals and graphic design services that allow the district to generate professional quality materials at a fraction of the outsource cost.

2. **How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:**

The contractor was selected as the lowest complete bid to a public sealed bid solicitation. The contractor was the only respondent in the bid this year while 17 companies reviewed the public information. This method of selection is used each year as it is the most effective for commodities contracts and allows us to split the P.O. to select the lowest cost per item if needed.

3. **If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?**

Effectiveness for this bid is based on timely and satisfactory delivery of supplies. Supplies are ordered on an on-demand/on-need basis and delivered directly to 181 Mitchell Drive. In the past, this vendor has shown reliability, flexibility and promptness on delivery of bid items.

4. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?**

The contract cost increased by \$ 162,847.26

This is due to the increase in prices from manufacturing costs. Current indicators are showing increased demand for paper pulp and supply chain shortages leading to forecasted price increases from suppliers.

The total bid amount is higher than the true price and has historically been only billed at less than 60% of the total Not-To-Exceed amount.

5. **If this Contractor is New has cost for service increased from previous years? If yes, by how much?**

Not new

6. **Is this a service existing staff could provide? Why or why not?**

No, It is a supply contract so that the staff and NHPS students can provide the service to the district to lower the cost of printed materials for the district.