



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: Graphic Arts Supplies – FY 22-23

Contractor Name: MGD Graphics, Inc

Contractor Address: 95 Erna Ave., Milford, CT 06461

Is the contractor a Minority or Women Owned Small Business? Yes

Renewal or Award of Contract/Agreement? Award of Contract

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

Not to Exceed \$ 356,479.26

Contract or Agreement #: 70205042

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 contract is for the supplies 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.

The Print Shop and NHPS students provide the district with various materials including: Business Cards, Posters, Banners, Letterhead, Bound Booklets, Carbon-Copy forms 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 14 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 \$166,334.26

This is first due to the increase in prices from manufacturing costs and supply chain shortages. Pricing forecast also show an increase in production cost for many of the chemical components of the products. I added an option to renew the contract to help offset this cost for the next fiscal year if we choose to execute it.

This contract increase also includes a Ricoh Digital Printing Press to replace an aging Heidelberg KORA 18 x 22.5 Offset Printing Press that the district acquired in 1970. The current machine can no longer be repaired as necessary parts are no longer available. The new machine includes parts and service and accounts for \$108,400 of the increase in contract price.

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.