

SUBJECT: Printing and Mailing Services for the Food Service Department / Annual Contract, CSP #07-024

BACKGROUND: In accordance with state bid laws, legal notices were published in the Houston Chronicle. In addition, the purchasing office mailed request for competitive sealed proposals to twenty-one companies and five companies responded. Of the five companies that responded, three companies submitted no bid responses.

RECOMMENDATION: As per the request of Tim Kavulla, the following is our recommendation. We are recommending that this proposal be awarded to the low bidder. The company we are recommending is Brain Stream Print, Inc. for an estimated award amount of \$ 63,769.00.

CONTACT PERSON(S): Tim Kavulla
Angela Eng

BOARD MEETING DATE: April 24, 2007

PURCHASING OFFICE
PASADENA INDEPENDENT SCHOOL DISTRICT
 1515 CHERRYBROOK LANE, SUITE B-107
 PASADENA TX 77502
 (713) 740-0198

R - Recommend
 L - Low Bid
 NAS - Not As Specified
 T - Tie Bid

CSP On - Printing and Mailing Services
 for the Food Services Dept.
 CSP No. - 07-024
 CSP Date - 3-20-07 10:00 A.M.

Item No.	Quantity	Item	Unit Price	Extended Price
1	120,000 EA	ENVELOPE, ELEMENTARY MEAL PURCHASE		
		Brain Stream Print, Inc. Office Depot	0.0535 0.0600	6,420.00 R-L 7,200.00
2	50,000 EA	ENVELOPE, INTERMEDIATE MEAL PURCHASE		
		Brain Stream Print, Inc. Office Depot	0.0535 0.0600	2,675.00 R-L 3,000.00
3	33,000 EA	CALENDAR/MENU, ELEMENTARY		
		Brain Stream Print, Inc. Office Depot	0.9800 1.1500	32,340.00 R-L 37,950.00
4	7,000 EA	CALENDAR/MENU, 5TH & 6TH GRADE CAMPUS		
		Brain Stream Print, Inc. Office Depot	0.9800 1.4500	6,860.00 R-L 10,150.00
5	18,000 EA	SCHOOL MEALS APPLICATION PACKET WITH STUDENT INFORMATION PRE-PRINTED ON THE APPLICATION		
		Brain Stream Print, Inc. Office Depot	0.4440 0.8900	7,992.00 R-L 16,020.00
6	12,000 EA	SCHOOL MEALS APPLICATION PACKET WITH NO STUDENT INFORMATION FILLED IN		
		Brain Stream Print, Inc. Office Depot	0.3040 0.9000	3,648.00 R-L 10,800.00
7	10,000 EA	DIRECT CERTIFICATION LETTER		
		Brain Stream Print, Inc. Office Depot	0.1850 0.6000	1,850.00 R-L 6,000.00
8	16,000 EA	NOTIFICATION LETTER		
		Brain Stream Print, Inc. Office Depot	0.1240 0.5700	1,984.00 R-L 9,120.00
		TOTAL FOR ITEM ONE THROUGH EIGHT		
		Brain Stream Print, Inc. Office Depot		63,769.00 R-L 100,240.00
		NO BID		
		Unlimited Printing Minuteman Press T & D Specialty, Inc.		

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SUMMARY OF AWARD

Recommendation Of Award To The Following Company:

Brain Stream Print, Inc.
1304 Langham Creek #312
Houston TX 77084

Bids Mailed: 21

Bids Received: 5

Vendors & Staff Present At Bid Opening: 3

Mr. Tim Schroeder, Sales Representative, Office Depot
Mrs. Tanya Guel, Bid Clerk, Pasadena I.S.D.
Mrs. Angela Eng, Director of Purchasing, Pasadena I.S.D.