



**MILWAUKEE  
PUBLIC SCHOOLS**

**OFFICE OF THE SUPERINTENDENT**

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**VENDOR SELECTION OVERVIEW**  
**PRINTING AND DISTRIBUTION SERVICES, RFP #17008**

**1. Description of Project and Proposed Vendor**

Facilities and Maintenance Services (FMS) received proposals on Tuesday, November 28, 2017, to obtain **Printing and Distribution Services**.

This contract will allow MPS to contract for a total of three (3) years provided an annual review of costs and performance. One (1) firm provided a response:

- 1. A/E Graphics, Inc.**

**2. Justification for Selection of Proposed Vendor**

The recommended firm is **A/E Graphics, Inc.** The recommended vendor was awarded based on review of the proposal and consideration of the Evaluation Criteria below and other requirements set forth within the Scope of Services outlined in the RFP.

Due to the nature of the contract and type of work, the recommended firm is required to provide 10 Hours of Student Engagement Activities for the contract. This RFP submission was publicly advertised in accordance with Policy 3.09.

**3. RFP Evaluation Criteria**

40	<i>Overall cost of the Firm's Printing And Distribution Services.</i>
25	<i>The experience and qualifications of the firm in providing similar operations within a 30 mile radius of the City of Milwaukee.</i>
25	<i>Experience with large multi-project clients.</i>
10	<i>On-site inspection of facilities, interview of potential candidate, and reference responses.</i>

**4. Experience in Other Districts and Similar Projects**

A/E Graphics has worked with MPS from 1998-2003 and 2007-2017 distributing well over 1,000 projects. Their third generation online plan room which is in use by hundreds of similar firms throughout the country is fully supported by the developer and is continually updated. A/E Graphics, Inc. was also awarded the City of Milwaukee, Milwaukee County Department of Public Works, Housing Authority and many more printing contracts.

**5. Evaluation Plan**

Facilities and Maintenance Services will evaluate and inspect the printing work throughout the duration of the contract to ensure the service provider is upholding the quality and performance standards as described within the RFP. If the service provider fails to meet the needs of the contract at any time, services may be terminated per the MPS Professional Services Contract.

**6. Cost**

The respondents were requested to submit cost proposals for three (3) contract years. The total cost across all three years for all required services is not to exceed **\$150,000**.