



NEW HAVEN PUBLIC SCHOOLS

Anthony Latella  
Graphic Arts Teacher  
Director of Print Services

## MEMORANDUM

**To:** Finance and Operations Committee

**From:** Anthony Latella

**Re:** F&O Agenda Item/For Approval  
Renewal of Contract for Specialty Paper Supplies

**Meeting Date:** June 1, 2020

**cc:** Michael Pinto, COO

For consideration and approval of the Renewal of Contract #70195103 to **Lindenmeyr Munroe, 235 Great Pond Drive, Windsor, CT 06095** for Supply of Color and Specialty Paper for the NHPS for Fiscal Year 2020-21.

**Amount of Contract:** Not to exceed \$269,412.15.

**Funding Source:** 2020-2021 Operating Budget, Acct. #190-47800-55520

### Key Questions:

**1. Please describe how this service is strategically aligned with school or District goals.**

The above contract is for the colored and specialty paper needed to produce printed material for the 2020-2021 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 but is not limited to Orientation materials, Graduation materials, School Posters/Banners, Folders (BoE Meeting, Substitute, HR, Permanent Record), School Stationery/Business Cards.

**2. Please describe the evidence of effectiveness for this contractor. In addition, how is or will the contractor be evaluated? If a continuation service, what are the results of last year's evaluation? Inspections and maintenance reports are provided.**

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.

**3. Why do you believe this agreement is fiscally sound? Include how the contractor was selected (various quotes vs. RFP vs. Sole Source), whether and why the cost has increased over last year (if continuation), and what an alternative might cost.**

The contract is a renewal and the amount remain the same as last year. The contractor was the sole respondent of the bid issued last year. Due to travel and shortages in quality wood pulp (due to the global response to SARS-2-Cov Virus) reopening the bid would most likely lead to an increased cost to the city.

See option to renew letter attached.

Wilbur Cross Graphic Arts  
181 Mitchell Drive  
New Haven, CT 06511  
Tel. (475) 220-7457



NEW HAVEN PUBLIC SCHOOLS

New Haven Public Schools Print Services

Date: 5/20/2020

Mr. David Pierce  
LINDENMEYR MUNROE  
235 Great Pond Drive  
Windsor, CT 06095

RE: Contract Renewal for:  
Supply of Color and Specialty Paper for the NHPS  
Contract # 70195103  
In the amount not to exceed \$269,412.15

According to your agreement with the City of New Haven and Board of Education, you have a renewal option for the fiscal year 2020-2021. If you are interested in renewing the above referenced agreement for the same amount, under the same terms and conditions (including any increases to Livable wage), please sign this letter of acceptance. If you choose not to renew this contract please send me a letter stating such so we can terminate the contract and re-bid the work for the upcoming year.

Please sign below and return to Anthony Latella at 181 Mitchell Dr., New Haven, CT 06511 no later than 5/25/20. You may scan and email to [Anthony.Latella@new-haven.k12.ct.us](mailto:Anthony.Latella@new-haven.k12.ct.us) to expedite renewal but, please follow up and send hard copy in mail.

Should you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Anthony Latella  
Director of Print Services NHBOE  
181 Mitchell Drive  
New Haven, CT 06511  
P# 475-220-7457

Company Name: Lindenmeyr Munroe  
Contact Name: Richard Thuotte | David Juntke  
Print Signature  
Title: Sales Manager Date: 5/20/20