

Purchase Request #3
Regular Board Meeting August 23, 2016
Consideration of Approval for Contract for Printing Services

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract to purchase printing services from AC Printing, Business Printing and Ennisgraphics for the District.

BACKGROUND

The items are for promotional materials for the District. The recommended vendors have an excellent history of providing printed services to the College.

An invitation to bid (ITB) Number 3995, was issued to procure printing services. Five (5) responses were received and evaluated by a team consisting of Public Relations staff who determined the bids submitted by AC Printing, Business Printing and Ennisgraphics would provide the best value to the College. The bids submitted by AC Printing, Business Printing and Ennisgraphics were determined to be both responsible and responsive to all solicitation requirements.

IMPACT OF THIS ACTION

The printed materials provide information about classes and events for the District and/or promotes the District brand.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The three (3) year estimated expenditure is \$210,000.00. This expenditure is funded by the various department's 2016-2017 operating budget and subsequent year's budget, subject to Board approval.

MONITORING AND REPORTING TIMELINE

The term of contract will be number (3) years beginning September 1, 2016 through August 31, 2019.

RESOURCE PERSONNEL

Lisa Vasquez

Vice President Advancement

972-758-3894