

**Purchase Request #6
Regular Board Meeting December 10, 2019
Consideration of Approval to Contract
for Printing of Business Collateral**

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract to purchase printing of business collateral from Finishing & Mailing Center LLC and 4 Color Press for the District.

BACKGROUND

The need for business cards and printed items will continue to grow as the District grows. Business cards are used as a professional means of introduction. Printed envelopes and letterhead are used to identify correspondence from the District.

Invitation to bid (ITB) Number 4269 was issued to procure business collateral. Three (3) responses were received and evaluated by a team consisting of members of the Public Relations Department who determined the bid submitted by Finishing & Mailing Center LLC and 4 Color Press would provide the best value to the District. The bids submitted by Finishing & Mailing Center LLC and 4 Color Press were determined to be both responsible and responsive to all solicitation requirements. The prior vendor, Business Printing Inc., went out of business.

IMPACT OF THIS ACTION

The District's use of printed materials will continue to grow as the District grows. Templates can be created by the PR department for online ordering which will ensure standardization of printed materials. Online ordering will also allow a more efficient manner in which to order these items.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$300,000 for three (3) years, which is budgeted in the various departments' FY20 operating budget and subsequent years' budgets subject to Board approval. FY19 annual spend amount was \$23,000. The requested spend authorization will cover the higher costs anticipated for the services and for the projected increases in District personnel.

MONITORING AND REPORTING TIMELINE

The term of contract will be three (3) years beginning January 1, 2020 through December 31, 2022.

RESOURCE PERSONNEL

Marisela Cadena-Smith Interim Chief Public Relations Officer

972 599-3144