

**Purchase Request #1**  
**Regular Board Meeting September 24, 2019**  
**Consideration of Approval to Contract for Printing Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a contract to purchase printing services from The Graphics Group, Finishing & Mailing Center, JPS Graphics and Marfield Corporate Stationery for the District.

**BACKGROUND**

The printed materials are to provide information and advertising for the District. The recommended vendors have an excellent history of providing printing services to the District.

Invitation to bid (ITB) Number 4241 was issued to procure printing services. Eleven (11) responses were received and evaluated by a team consisting of Public Relations staff who determined the bids submitted by The Graphics Group, Finishing & Mailing Center, JPS Graphics and Marfield Corporate Stationery would provide the best value to the District. The bids submitted by The Graphics Group, Finishing & Mailing Center, JPS Graphics and Marfield Corporate Stationery 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. Examples of items on this bid include flyers, posters, postcards, newsletters, folders, bookmarks, notepads, envelopes, invitations, parking decals and theater programs. The contract for printing services approved by the Board at the August 27, 2019 meeting was specifically for brochures and booklets.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$500,000 for three (3) years, which is budgeted in the various departments' FY20 operating budget and subsequent year's budgets subject to Board approval. FY 2019 annual spend amount was \$145,000.

**MONITORING AND REPORTING TIMELINE**

The term of contract will be three (3) years beginning October 1, 2019 through September 30, 2022.

**RESOURCE PERSONNEL**

Steven Bassett

Chief Financial Officer

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