

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves the purchase of print services from ColorDynamics, Inc. and The Odee Company for the District.

BACKGROUND

The printed materials are used to provide information and advertising for the District. Invitation To Bid (ITB) Number 4510 was issued to procure print services. Two responses were received and evaluated by a team consisting of Communications Department staff. The bids submitted by ColorDynamics, Inc. and The Odee Company are being recommended as the best value to the District, based upon evaluation scores.

IMPACT OF THIS ACTION

The printed materials provide information about classes and events for the District and/or promote the District brand. Examples of items on this bid include flyers, posters, postcards, newsletters, folders, bookmarks, notepads, envelopes, invitations, parking decals, and theater programs.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$474,000 for three years, which is budgeted in the various departments' FY23 operating budgets and subsequent years' budgets subject to Board approval.

MONITORING AND REPORTING TIMELINE

The term of contract will be three years beginning October 1, 2022 through September 30, 2025.

RESOURCE PERSONNEL

Steve Matthews, SVP External Relations and Governmental Affairs
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