

**Purchase Request #4
Regular Board Meeting June 28, 2016
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 AC Printing, Ennis Graphics and Business Printing.

BACKGROUND

This contract will be utilized for printing brochures and booklets for various departments for instructional information, and to publicize District events and programs.

An invitation to bid (ITB) Number 3977, was issued to procure printing services of brochures and booklets to be used by the District. Four (4) responses were received and evaluated by a team consisting of Public Relations staff who determined the bids submitted by AC Printing, Business Printing and Ennis Graphics would provide the best value to the College. The bids submitted by these vendors were determined to be both responsible and responsive to all solicitation requirements.

IMPACT OF THIS ACTION

Brochures and booklets are used by various departments to publicize events and programs for instructional purposes.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The three (3) year estimated expenditure is \$285,000.00. This expenditure is funded by various department's 2016-2017 operating budgets and subsequent year's budgets, subject to Board approval.

MONITORING AND REPORTING TIMELINE

The term of contract will be three (3) years beginning July 27, 2016 through July 26, 2019.

RESOURCE PERSONNEL

Lisa Vasquez

VP Advancement

972-758-3894