

Purchase Request #1
Regular Board Meeting August 27, 2019
Consideration of Approval to Contract for
Printing Services for Brochures and Booklets

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract to purchase printing services for brochures and booklets from Ennis Graphics, AlphaGraphics, JPS Graphics, and The Voom Group.

BACKGROUND

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

An Invitation to bid (ITB) Number 4232 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 Ennis Graphics, AlphaGraphics, JPS Graphics, and The Voom Group would provide the best value to the District. The bids submitted by Ennis Graphics, AlphaGraphics, JPS Graphics, and The Voom Group 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)

This purchasing request is for spend authorization of \$300,000 for three (3) years, which is budgeted in the various departments' operating budget and subsequent year's budgets subject to Board approval. FY 2019 annual spend amount was \$49,500.

MONITORING AND REPORTING TIMELINE

The term of contract will be three (3) years beginning September 1, 2019 through August 31, 2022.

RESOURCE PERSONNEL

Marisela Cadena-
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Interim Chief Public Relations Officer

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