

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves the purchase of printing services for brochures and booklets from Ennis Graphics.

BACKGROUND

This contract will be used for printing services for brochures and booklets for various departments for instructional information and publicizing district events and programs.

Invitation To Bid (ITB) Number 4507 was issued to procure printing services for brochures and booklets to be used by the District. Three responses were received and evaluated by a team consisting of Communications Department staff. Based on evaluation scores, the bid submitted by Ennis Graphics is recommended as the best value to the District.

IMPACT OF THIS ACTION

Various departments use brochures and booklets to publicize events and programs for instructional purposes.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$330,000 for three years, which is budgeted in the various departments' FY22 operating budget and subsequent years' budgets subject to Board approval.

MONITORING AND REPORTING TIMELINE

The contract term will be three years beginning August 1, 2022 through July 31, 2025.

RESOURCE PERSONNEL

Steve Matthews, SVP External Relations
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