

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends that the Board of Trustees approves a contract to purchase print services from ColorDynamics Inc., Ennis Graphics, and Finishing & Mailing Center LLC for the District.

BACKGROUND

This contract will provide print services for the CONNECTION newsletter, Registrar postcard, as well as flyers, posters, postcards, and invitations from various departments used for instructional information and publicizing District events and programs.

Invitation to Bid Number FY2025-ITB-034 was issued to procure print services for the Communication Department. Five responses were received and evaluated by a team consisting of Communication staff. The bids submitted by ColorDynamics Inc., Ennis Graphics, and Finishing & Mailing Center LLC offer the District the best value based upon evaluation scores.

IMPACT OF THIS ACTION

This contract will ensure timely, cost-effective, professional print services supporting clear communication with students, employees, and the community. By streamlining the production of newsletters, postcards, and informational letters, the contract will enhance awareness of District programs and events and strengthen engagement.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for a spending authorization of \$2,600,000 for three years, which is budgeted in the various departments' FY26 operating budgets and subsequent years' budgets, subject to Board approval. Previous contract spend is \$1,629,108.

MONITORING AND REPORTING

The contract term is October 1, 2025 through September 30, 2028.

RESOURCE PERSONNEL

Dr. Jay Corwin, SVP Student and Community Engagement
972-549-6320