

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends that the Board of Trustees approves the addition of Ennis Graphics and Finishing & Mailing Center LLC as suppliers under the existing contract for brochures and booklets print services for the District.

BACKGROUND

This contract provides printing services for brochures and booklets used by various departments to distribute instructional information and promote District events and programs.

IMPACT OF THIS ACTION

Various departments use brochures and booklets to provide instructional information and publicize events and programs. This change order adds suppliers to the contract that were inadvertently not included on the original agenda for approval.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The Board has approved a total spend authorization of \$330,000.00 for three years, which is budgeted in the various departments' FY25 operating budgets and subsequent years' budgets, subject to Board approval. There has been no contract spend to date.

MONITORING AND REPORTING TIMELINE

The contract term will be three years beginning September 1, 2025 through July 31, 2028.

RESOURCE PERSONNEL

Dr. Jay Corwin, SVP Student and Community Engagement
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