

ADMINISTRATION RECOMMENDATION/REPORT

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

Invitation to Bid No. FY205-ITB-024 was issued to procure these services. Four responses were received and evaluated by a team from the Communications Department. Based on evaluation scores, Ennis Graphics is recommended as offering the best value to the District.

IMPACT OF THIS ACTION

Brochures and booklets are used by various departments to provide instructional information and publicize events and programs.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request seeks authorization for expenditures of \$330,000 over three years, budgeted in the various departments' FY26 operating budgets and subsequent years' budgets, subject to Board approval. The previous contract spend totaled \$179,792.

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
972-549-6320