

November 18, 2004

05-027

GRANT EXEMPTION/ACCEPT QUOTE/AWARD CONTRACT -
PRINTING, BINDING & MAILING OF THE 2005 WINTER TERM
COLLEGE SCHEDULES OF CLASSES

PREPARED BY: Denise Jeffords, Buyer/Contract Specialist

FINANCIAL
RESPONSIBILITY: Neal Naigus, Manager, Community Relations

APPROVED BY: Randy McEwen, Vice President, Administrative Services
Dr. Preston Pulliams, District President

REPORT: At the June 24, 2004 meeting, the Board awarded a contract to Signature Graphics for the printing and binding of the College schedules of classes. Resolution 04-168 awarded initial expenditure authority in the amount of \$68,867.77 for the first year of a possible three-year contract. Subsequently, it was determined by the District President that it would be in the College's best interest to increase the fall printing from 70,000 schedules to 470,000 schedules and have the schedules mailed to the residents of the PCC community. Therefore, Resolution 05-021 was passed at the October 21, 2004 meeting increasing the annual expenditure to \$157,106.90.

It was recently determined that it would again be in the College's best interest to have the winter term schedules mailed to the residents of the PCC community. Since the scope of the work has now increased so drastically, a new Invitation to Bid (ITB) must be issued to cover the College's long term need for these services. As there was not sufficient time to conduct a formal bid process to meet the stringent timeline necessary for the winter term schedules to be printed and mailed, a Request for Quotes document was faxed on October 26, 2004 to the three (3) vendors who had demonstrated initial interest in the original bid, which was released in May of 2004. It was hoped that this quote process would be under the \$100,000 formal bid threshold. Two (2) vendors submitted quotes by the due date of November 3, 2004.

<u>Vendor</u>	<u>Printing Quote for 470,000 Copies</u>	<u>Mailing Quote Per 1000</u>	<u>Total</u>
Signature Graphics	\$107,552.94	\$ 4.00	\$109,432.94
Eagle Web Press	\$135,804.00	\$14.71	\$142,717.70

As the quotes received exceeded the \$100,000 formal bid threshold, a specific exemption from the formal competitive bid process must be granted by the Board, acting as the Local Contract Review Board for the College. The basis for this exemption would be emergency conditions that require the prompt execution of the contract to meet the printing and mailing timelines of this project. It is unlikely that this exemption will encourage favoritism or substantially diminish competition as an alternative contracting method, the competitive price quotation process, was utilized. Quotes were sought from all previously interested bidders of this contract.

A new ITB will soon be issued, which will include provisions to allow the College to decide on a term-by-term basis whether or not to increase the volume of schedules to be printed and mailed.

RECOMMENDATION:

That the Board of Directors, acting in their capacity as the Local Contract Review Board for the College, grant a specific exemption for this contract.

That the Board of Directors accept the low quote submitted and award a contract for the Printing, Binding & Mailing of the 2005 Winter Term College Schedule of Classes to Signature Graphics in the amount of \$109,432.94. Expenditures for this project will come from the general fund.

Resolutions 05-026 through 05-029, and Resolution 05-031 were moved for approval by Director Margolin and passed unanimously.