

January 20, 2005

05-046

ACCEPT LOW BID/AWARD CONTRACT FOR PRINTING,  
BINDING & POSSIBLY MAILING OF THE 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 later 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 had increased so drastically, a new Invitation to Bid (ITB) would need to be issued to cover the College's 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, a Request for Quotations was issued on October 26, 2004 to the three (3) vendors who had demonstrated interest in the original bid, which was released in May of 2004. Two (2) vendors submitted quotes by the due date of November 3, 2004. Resolution 05-027 was passed at the November 18, 2004 meeting granting a specific exemption to award a contract for the winter term schedules.

A new Invitation to Bid (ITB) for printing, binding and possibly mailing of the college schedules of classes was advertised in the Daily Journal of Commerce, on the Oregon State VIP, on the State of Oregon Procurement Information Network (ORPIN, the new browser-based system that is replacing the VIP), and on the College's Purchasing Website on December 17, 2004.

Since the College is uncertain in forecasting the number of schedules it may deem necessary per term, the ITB included 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.

Twelve (12) ITB documents were downloaded from the College's Purchasing Website, two (2) bids were received by the due date of January 13, 2005 from the following vendors:

<u>Vendor</u>	<u>Printing if Not Mailed</u>	<u>Printing if Mass Mailed</u>	<u>Mailing Per 1000</u>	<u>Total of Not Mailed &amp; Mass Mailed</u>
Signature Graphics	\$ 73,555.06	\$396,015.60	\$ 4.00	\$469,570.66
Eagle Web Press	\$ 83,381.00	\$476,039.00	\$12.71	\$559,420.00

Bids were based on the combined total of not mailed and mailed schedules as follows: 70,000, 168-page copies for Fall, Winter, and Spring; 70,000, 112-page copies for Summer; plus 35,000, 88-page copies for the Early Fall edition (if not mailed); and 480,000 168-page copies for Fall, Winter, and Spring; 480,000 112-page copies for Summer; plus 35,000, 88-page copies for the Early Fall edition (if mailed).

**RECOMMENDATION:**

That the Board of Directors accept the low bid and award (subject to available funding) a contract for Printing, Binding & Possibly Mailing of the College Schedules of Classes, beginning with the Spring Term 2005 edition through the Early Fall Term 2006 edition, to Signature Graphics for a not to exceed amount of \$73,555.06 (if not mailed), or a not to exceed amount of \$396,015.60 (if mass mailed), plus the cost of mailing. Expenditures for this project will come from the general fund.

Director Germond moved for approval of Resolutions 05-043 through 05-050 by consent agenda and it passed unanimously.