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20-037

AUTHORIZATION TO CONTRACT TO PROVIDE PRINTING,  
BINDING, AND MAILING FOR THE PORTLAND COMMUNITY  
COLLEGE COMMUNITIES MAGAZINE

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FINANCIAL  
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REPORT: The Communities Magazine is a quarterly class schedule mailed to selected zip codes and addresses, and provides a comprehensive focus on the College's students, academic programs, alumni, and partnerships with outside organizations, in addition to class information. The publication includes 16 pages of high-quality, four-color magazine content, along with Community Education class offerings printed on two-color newsprint. The estimated cost of these services will exceed the \$150,000 threshold, requiring the Board of Directors' approval (B505).

On June 14, 2019, the Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, Oregon Procurement Information Network (ORPIN), and the PCC Solicitation website. A total of 21 firms expressed an interest and downloaded copies of the RFP. By the deadline of July 16, 2019 at 2:00 PM, the College received two (2) responsive proposals. These proposals were reviewed and evaluated by the committee members based on the following criteria: Stock and Binding Sample and Quality; Production Lead Time; COBID and SBA Certification, Sustainability Efforts, and Social Responsibility Efforts; Printing Experience and References; and Cost. Below is a summary of the final scores:

<b>Proposers</b>	<b>Points (100 Max)</b>
Eagle Web Press	71.65
Signature Graphics, Inc.	98.00

MWESB Statement: Five (5) COBID (Oregon's Certification Office for Business Inclusion & Diversity) certified firms were notified of the RFP, and one (1) COBID certified firm expressed interest, however no proposals were received from certified firms.

**RECOMMENDATION:** That the Board of Directors authorize the award of a contract to Signature Graphics, Inc. for Printing, Binding, and Mailing the Communities Magazine. The contract will be executed for an initial three (3) year term with an option for two (2) one (1) year extensions, with an annual cost of \$283,961.00, not-to-exceed \$1,419,805.00 over the five (5) year period. The contract expenditures will come from the General and CEU/CED Funds.