

July 21, 2022

23-018

CONTRACT APPROVAL FOR PRINTING, BINDING,
AND MAILING THE PORTLAND COMMUNITY
COLLEGE COMMUNITIES MAGAZINE

PREPARED BY: Michael Mathews, College Purchasing Manager,
Procurement and Contract Services

FINANCIAL
RESPONSIBILITY: Greg Harris, Director, Marketing and Communications
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APPROVED BY: Katy Ho, Vice President, Academic Affairs
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Belonging: Transform our learning culture toward
creating a sense of belonging and well-being for every
student; Delivery: Redefine time, place, and systems of
educational delivery to create a more learner-centric
ecosystem; Enterprise: Cultivate a long-term sustainable
college enterprise

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 College's Print Center does not
have the requisite capability to competitively perform the
work required to print, bind, and mail the Communities
Magazine. The estimated cost of these services will
exceed the \$150,000 threshold, requiring the Board of
Directors' approval (B505).

On April 13, 2022, the Request for Proposals (RFP) was
advertised in the Daily Journal of Commerce,
OregonBuys, and posted on BidLocker. By the deadline
of May 19, 2022 at 2:00 PM, the College received three
(3) responsive proposals. These proposals were
reviewed and evaluated by the committee members
based on the following criteria: Printing, Binding, and

Paper Stock Samples and Quality; Production Time; Printing Experience and References; COBID and Small Business Administration (SBA) Certification, Sustainability Efforts, and Social Responsibility Efforts; and Cost.

No proposals were received from Oregon COBID certified firms.

RECOMMENDATION: That the Board of Directors authorize the award of a contract to Oregon Lithoprint, Inc. for Printing, Binding, and Mailing the Communities Magazine. The contract will be executed for an initial two (2) year term with an option for three (3) one (1) year extensions. The annual cost is \$381,800.00 and the total for five (5) years is \$1,909,000.00. The contract expenditures will come from the General and CEU/CED Funds.