

June 24, 2004

04-168

ACCEPT BID/AWARD CONTRACT - PRINTING & BINDING
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: The College needs to print and bind its Fall, Winter, Spring, Summer, and Early Fall term Schedules of Classes. An Invitation to Bid was advertised in the Daily Journal of Commerce, on the Oregon State VIP, and on the College's Purchasing Website on May 14, 2004. Fourteen (14) Bid documents were downloaded from the College's Purchasing Website. Three (3) bids were received by the due date of June 9, 2004 from the following vendors:

<u>Vendor</u>	<u>Bid Total</u>
Signature Graphics	\$ 68,867.77
Oregon Lithoprint	\$ 75,938.51
Eagle Web Press	\$ 81,561.00

Note: None of the Bidder's are Certified MWESB firms.
The solicitation document was downloaded by three (3) MWESB firms, none of which submitted a bid response.

Recommendation for award is based on an "all-or-none" basis to the lowest responsive lump sum bid total for all five (5) issues. Printing and Binding is based on: 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, all using recycled paper (40% post-consumer waste - newsprint, 30% post-consumer waste - bookstock).

RECOMMENDATION:

That the Board of Directors accept the low bid and award an up to three (3) year contract (initial one (1) year contract, with an option to renew on an annual basis for two (2) additional years), for Printing and Binding College Schedules of Classes to Signature Graphics. The contract amount will be \$68,867.77 for the first year. The contract amounts for the possible second and third years of the contract will be negotiated at the time of renewal, based on current paper costs. Expenditures for this project will come from the General Fund.

Resolutions 04-158 through 04-177 were moved for approval by Director Germond and it passed unanimously.