

July 17, 2014

15-005

ACCEPT BID AND AWARD CONTRACT FOR  
PRINTING, BINDING, AND MAILING FOR THE  
PORTLAND COMMUNITY COLLEGE COMMUNITIES  
MAGAZINE

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REPORT: The College is in need of printing, binding, and mailing  
services for its publication of the Communities Magazine.

Over the years, the College has produced a quarterly schedule for Community Education classes that has been mailed to selected zip codes and addresses from database lists. The Communities Magazine 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.

An Invitation to Bid (ITB) was advertised on May 21, 2014 in the Daily Journal of Commerce, State of Oregon Procurement Information Network (ORPIN), and the College's solicitation website. A total of 27 vendors registered and received a copy of the ITB. 11 vendors were out of state, one (1) was an in-state Minority Business Enterprise (MBE) vendor, and two (2) were in-state Women Business Enterprise (WBE) vendors, none of which submitted a response.

On the due date of June 16, 2014 at 10:00 AM, the College received three (3) bids. The evaluation committee reviewed the bids based on the following

criteria: cost; production lead time; stock and binding sample and quality; printing experience and references; and State of Oregon Minority, Women & Emerging Small Business (OMWESB) Certification, sustainability efforts, and social responsibility efforts. Below is a list of the final scores:

<b>Vendor</b>	<b>Score</b>
Oregon Lithoprint	89
Eagle Web Press	82
Signature Graphics	74

Note: None are an MWESB firm.

**RECOMMENDATION:** That the Board of Directors approve Oregon Lithoprint. The contract will be valid for three (3) years with two (2) one (1) year extensions, not to exceed \$1,380,960.00 over the five (5) year term. Expenditures for this project will come from the General and CEU/CED Funds.