

Purchase Request #5
Regular Board Meeting December 7, 2020
Consideration of Approval to Contract for Printing Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Southwest Precision Printers (SWPP) and Xpressdocs Partners LTD for printing of collaterals, signs, and banners for the College.

BACKGROUND

Request for proposals #21-05 was issued on October 23, 2020 to procure printings services for collaterals, signs, and banners. Ten responses were received and evaluated by a team comprised of representatives from the marketing department. In instances where there are numerous projects with overlapping deadlines, it is advantageous to have more than one firm who is capable of providing services of this nature. Therefore, it is recommended the College award a contract to the two highest ranked firms, SWPP and Xpressdocs Partners LTD based on the criteria published in the solicitation.

SWPP has provided printing services to the College for a number of years and has responded commendably to both advanced and short notice orders, and operates 24 hours, 7 days a week as needed for quick turnarounds. SWPP provides a single contact person, high quality printing, and web-based software where the College can upload and proof files. Xpressdocs Partners LTD offers a printing solution that integrates with Lucidpress, the marketing department's branded templating software. They offer very competitive prices and will provide a turnkey solution for certain projects.

IMPACT OF THIS ACTION

The marketing department produces hundreds of print pieces each year, ranging from recruiting collateral materials to safety signage. Printing services are a necessity in aiding the College's recruiting initiatives to ensure enrollment retention and brings awareness to the College and its programs in the community. In addition, printing is utilized for many other purposes as well such as communicating requirements and reminders about staying safe during the COVID-19 pandemic or signage for events on campus.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$285,000 and will be funded by various departments' 2020-2021 operating budget and subsequent year budgets as approved.

MONITORING AND REPORTING TIMELINE

The initial award term will be one (1) year effective December 15, 2020, with renewal options of four (4) one-year terms.

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ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

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ATTACHMENT NO. 1

RFP 21-05 Printing Services for Collaterals, Signs, and Banners
Evaluation Summary

Stated Criteria	Maximum Value	Awards by GCT	C2 Imaging	CME Printing, Inc	CR&A Custom	DiscPro Graphics, Inc	Gateway Printing & Office Supplies, Inc	Marfield Corporate Stationery	Signarama	Southwest Precision Printers	Xpressdocs Partners LTD
Project Understanding, Approach, and Management	105	47	59	64	42	44	13	62	40	67	67
Qualifications and Experience of Firm	105	40	62	62	44	47	10	63	34	70	69
Qualifications and Experience of Personnel	45	23	27	27	18	19	9	27	25	30	30
Price Proposal	45	19	23	23	18	21	17	16	16	25	24
Total (100 x 3 Evaluators)	300	129	171	176	122	131	49	168	115	192	190

Final Ranking

	Vendor Name	Total Score
1	Southwest Precision Printers	192
2	Xpressdocs Partners LTD	190
3	CME Printing, Inc	176
4	C2 Imaging	171
5	Marfield Corporate Stationery	168
6	DiscPro Graphics, Inc	131
7	Awards by GCT	129
8	CR&A Custom	122
9	Signarama	115
10	Gateway Printing & Office Supplies, Inc	49