

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

October 18, 2022

Agenda Item: 5.4

Subject: Approval of the Casey Printing Purchase Order for Spring 2023 Student Catalogs for the Chabot-Las Positas Community College District

Background: Due to COVID-19 and the resulting pandemic, the formal bidding process to print and mail student catalogs has not yet been done for FY 2022-23. The last bid was awarded to Casey Printing in October 2019 for spring 2020, summer and fall 2020, spring 2021 and summer and fall 2021 semesters. The District would like to utilize Casey Printing's services again for the spring catalogs to prevent the delay in production and mailing of this critical outreach/marketing publication. This recommendation is for a one-time purchase order to print, publish, and mail the catalogs for spring 2023 in a timely manner. The cost is for both colleges and is not to exceed the amount of \$147,428.44.

Funding Source: 3A Funds

Recommended Action: That the Board of Trustees approve purchase order for Casey Printing in the amount of \$147,428.44. It is further recommended that the Board authorizes the Vice Chancellor of Business Services to execute this purchase order on behalf of the District.

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Submitted: Jonah R. Nicholas/Date

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Approved: Ronald P. Gerhard/Date

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