EXHIBIT N-15

SUBJECT: Authorization to Execute Contract for Bid # B-8006 for the Printing of the College Catalog

OVERVIEW

The prior bid for the printing of the College Catalog has expired after having completed its fifth year. The Purchasing Department therefore must go out to bid again and is preparing to meet in early January with staff from the Instruction Office, Communications Office, and Print Services to work on updated specifications and timelines for the new bid. The initial contract will be for the printing of the 2008-2009 College Catalog, with the District having the option to annually renew the contract for up to four (4) additional years during the tenure of the agreement.

DISCUSSION

The bid opening is tentatively scheduled for early or mid-March 2008. Because of printing deadlines for the College Catalog, the order must be placed as early as possible after the bid opening to allow the vendor sufficient lead time to meet the tentative delivery deadline in late May 2008. Waiting for Governing Board bid approval could delay the delivery of the College Catalog beyond that required delivery deadline.

Therefore, we ask the Governing Board to give authorization to the Vice President, Finance and Administrative Services, or the Director, Business Services, to execute the contract to the lowest responsive bidder for Bid # B-8006, with the awarded bid then being ratified by the Board at a future Governing Board meeting.

FINANCIAL IMPLICATIONS

Funding for the printing of the College Catalog is expected to come from the Instruction Printing Account.

RECOMMENDATION

Approve upcoming Bid # B-8006 for the printing of the College Catalog, and authorize Bonnie Ann Dowd, Vice President, Finance and Administrative Services, or Ken Jay, Director, Business Services, to contract with the lowest, responsive bidder for said bid, subject to ratification by the Board at a future Board meeting.