

Purchase Request #3
Regular Board Meeting November 3, 2025
Consideration of Approval to Contract for Printing Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with DiscPro Graphics, Inc. and Slate Group to provide printing services for collaterals, signs, banners, and other related materials for the College.

BACKGROUND

The external relations department designs hundreds of print pieces each year, including recruiting collateral materials, flyers, invitations, large banners, annual reports, and more. High volume and quality printing services are a necessity for departments throughout the College.

Request for Proposals (RFP) #26-02 was issued on September 4, 2025, to procure printing services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Eight responses were received and evaluated by a team comprised of representatives from the external relations department, the office of outreach and recruitment, and fine arts department, who determined the proposals submitted by DiscPro Graphics, Inc. and Slate Group will provide the best value to the College.

IMPACT OF THIS ACTION

Awarding two contracts ensures flexibility and continuity in production, accommodates simultaneous project demands, and supports the College's district-wide printing needs. Having reliable and high-quality printing partners allows the College to maintain consistent branding, meet critical deadlines, and support campus-wide efforts. These contracts will ensure timely delivery, professional presentation, and cost-effective management of projects that promote the College's mission.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$250,000 and will be funded from the various department's 2025-2026 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on January 26, 2026, through January 25, 2027, with four one-year renewal options.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

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RFP #26-02
Printing Services
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Project Understanding	Section 4: References	Section 5: Contract Exceptions	Section 4: Price Proposal	Total Points
	<i>Total Points</i>	<i>15</i>	<i>20</i>	<i>15</i>	<i>10</i>	<i>5</i>	<i>35</i>	<i>100</i>
1	DiscPro Graphics, Inc.	14.44	19.40	15.00	9.20	5.00	30.74	93.78
2	Slate Group	13.58	17.30	14.48	8.88	4.94	24.50	83.66
3	IVision	12.38	16.90	10.65	7.20	5.00	28.88	81.01
4	LP Printing	12.49	14.75	9.94	5.00	3.75	35.00	80.93
5	The Standard Group	13.31	17.75	14.63	8.98	4.75	19.73	79.14
6	Masterpiece Litho, Inc.	13.16	16.50	10.50	9.53	4.75	23.88	78.32
7	ARC Document Solutions	10.91	13.10	3.90	6.80	3.75	11.60	50.06
8	Richmond Printing LLC	8.81	8.75	4.13	1.00	5.00	12.45	40.14