

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of January 13, 2009**

ITEM # 14

**ITEM TITLE:** *(Please define the subject; e.g., change order – Berkeley City College)*

Professional Services Contracts: Fiscal 2008-2009 Printing Services for All Four Colleges and District printing needs

**SPECIFIC BOARD ACTION REQUESTED:**

Approval

**ITEM SUMMARY:** *(PLEASE DISCUSS THIS ITEM)*

Approval is sought for one professional services contract in the amount not to exceed \$100,000 for fiscal 2008/2009 for District-wide printing services from Bay Area Rapid Press (BARP), including but not limited to business cards, brochures, postcards, forms, etc. Some of the Departments that utilize the services of BARP include:

- 1) Laney College (Betty Ross Library - Judith Cohen Financial Aid - Lisa Aaron VP of Student Services - Benita M. Baines Cal Works & Eliza Chan)
- 2) Merritt College (Rona Young)
- 3) Berkeley City College (Shirley Fogarino)
- 4) Peralta Police (Sgt. Keith Gums)
- 5) Peralta Vice Chancellor Ed. Service (Pat Jamison)
- 6) Peralta District Staff Development Officer (Alexis Alexander)
- 7) Peralta Office of Int'l. Affairs (Dr. Jacob Ng & Tim Gibbons)
- 8) Peralta Marketing (Jeff Heyman - Herb Kitchen - Chris Gatmaitan & Suzanne C Fox)

Between July 1<sup>st</sup> 2008 through Dec 31<sup>st</sup> 2008, these various departments and others (excluding Peralta Foundation) have paid \$45,252.10 to BARP for a variety services, thus far, with more anticipated through the end of the fiscal year.

**BACKGROUND/ANALYSIS:**

All four colleges and several the District departments utilize the services of BARP through out the fiscal year, necessitating a contract and board approval in order to ensure purchasing policies are in effect.

**ALTERNATIVES/OPTIONS:**

**EVALUATION AND RECOMMENDED ACTION:**

Approval is recommended funds not to exceed \$100,000 during the fiscal year.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

The source of funding for the professional services contracts would come from budgeted moneys from the General Fund for the four colleges and District Office.

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ NO  X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Jeffrey Heyman

DID A BOARD STANDING COMMITTEE APPROVE THE ITEM? YES \_\_\_ No X

IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: Diana Fitzgerald, Sr. Secretary Date: January 7, 2009  
[Enter Your Name and Title of Individual]

DOCUMENT PRESENTED BY:

Prepared by: Jeff Heyman (DF) Date: 1/7/09  
[Enter Name of College President or Vice-Chancellor or  
Manager, and Title of Individual]

FINANCE DEPARTMENT REVIEW

Finance review required  Finance review *not* required

If Finance review is required, determination is:  Approved  Not  
Approved

If not approved, please give reason: \_\_\_\_\_

Signature: Thomas Smith Date: 1-8-09  
Thomas Smith, Vice Chancellor for Finance and  
Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

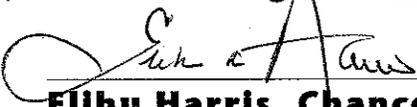
Legal review required       Legal review *not* required

If Legal review is required, determination is:  Approved  Not Approved

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Thuy T. Nguyen, General Counsel**

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda       Not Approved, but Place on Agenda

**Signature:**  \_\_\_\_\_ **Date:** 1-7-09  
**Elihu Harris, Chancellor**