

ACTION ON MONTHLY FINANCE MATTERS: AUTHORIZATION TO MAKE A PURCHASE; REPORT ON REVENUES AND EXPENSES; MONTHLY EXPENDITURE CONTROL REPORT; REPORT ON ADMINISTRATIVE AND SCHOOL FUND TRANSFERS; REPORT ON CONTRACTS UNDER \$50,00 AND CUMULATIVE TOTAL REPORT; REPORT ON MONTHLY GRANT AWARDS; ACCEPTANCE OF DONATIONS

B5748, B5749 Authorization to Extend a Blanket Agreement with American Lithography and Publishing, Inc., for Printing and Mailing of Four Seasonal Recreation Guides

The Administration is requesting authorization to extend a blanket agreement with American Lithography and Publishing, Inc. (“American Litho”), to provide printing and mailing of the MPS Department of Recreation and Community Services four seasonal recreation guides.

This vendor was chosen pursuant to RFB 5748 and RFB 5749. The original blanket agreement provided for two one-year options to extend if certain performance metrics were met. American Litho met the performance metrics codified in the blanket agreement; therefore, MPS is exercising the third and final option year for each agreement.

Each blanket agreement extension will run from January 1, 2019 through December 31, 2019. The total cost of printing will not exceed \$211,200 in this extension year (the cost of printing is dependent on the size of the guide; printing of 72-page guides would cost \$200,100 and printing of 80-page guides would cost \$211,200). The total cost of mailing is fixed and will not exceed \$18,316. The combined purchases under these agreements in this extension year will not exceed \$229,516.

Budget Code:

CSV-0-0-PRC-RC-EADV.....(Community Recreation-Official Advertising).....\$229,516

American Lithography and Publishing, Inc.

PRIME CONTRACTOR INFORMATION

Certified HUB Vendor?NO
Total # of Employees21
Total # of Minorities5
Total # of Women2

HUB PARTICIPATION

Required0%
Proposed0%
\$ Value\$0

Paid Student Employment Hour Commitment: 200 HOURS/12-mo contract (RFB 5748 only)

Student Career Awareness Commitment: 10 HOURS/12-mo contract (both RFB 5748 and RFB 5749)