

(Attachment 1) Action on Monthly Finance Matters: Authorization to Make Purchases; Acceptance of the Report of Revenues and Expenses; Monthly Expenditure Control Report; Report on Administrative and School Fund Transfers; Report on Contracts Under \$50,000 and Cumulative Total Report; Report on Monthly Grant Awards; Acceptance of Donations.

B 5784 Authorization to Enter into a Blanket Agreement with American Lithography and Publishing, Inc., for Printing and Mailing of Four Seasonal Recreation Guides

The Administration is requesting authorization to enter into 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 5784 which closed on December 3, 2019. American Litho was the lowest-complying bidder.

The blanket agreement will run from February 1, 2020 through January 31, 2021, with the possibility of two one-year options to extend if certain performance metrics are met. The total cost of the goods purchased from American Litho in the first one-year term is not expected to exceed \$195,840 for printing and \$29,600 for mailing.

Budget Code:

CSV-0-0-PRC-RC-EADV.....(Community Recreation - Official Advertising).....\$225,440

AMERICAN LITHOGRAPHY AND PUBLISHING, INC.

PRIME CONTRACTOR INFORMATION

Certified HUB Vendor?NO
Total # of Employees18
Total # of Minorities4
Total # of Women2

HUB PARTICIPATION

Required N/A
Proposed N/A
\$ Value N/A

STUDENT ENGAGEMENT

Paid Student Employment: 300 HOURS per 12-month contract
Student Career Awareness Commitment: ...10 HOURS per 12-month contract