

# CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

15-139



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June 16, 2015

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: FY 16 Printing & Mailing Services

RECOMMENDATION: That the School Committee award a contract to the following vendor for printing and mailing services; funds to be provided from the General Fund budget. Procurement procedures for this contract have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

<u>Contractor</u>	<u>Period of Contract</u>	<u>Amount</u>
Sterling Business Products P.O. Box 845 Medford, MA 02155	7/1/15-6/30/16	\$175,000.00

DESCRIPTION: This contract is for Printing and Mailing Services for all schools and departments.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12... "motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members."

BUDGET REFERENCES:

ACCOUNT: 53404 Reproduction/Printing  
FUND: 15000 General Fund  
ORG: Various All Schools/Departments  
PROJ:

Respectfully Submitted,

Jeffrey M. Young, Ed.D.  
Superintendent of Schools

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**Contract Description**

As part of an effort to coordinate procurement contracts across departments district-wide, the CPS Purchasing department arranges blanket contracts for vendors with whom the district annually does a large volume of business. These contracts enable CPS – but do not obligate it – to procure goods and services up to the contract value. The contract amounts are based on the volume of products/services purchased in the prior fiscal year. Organizing contracts in this manner streamlines the purchasing process by reducing the number of contracts executed and expediting the fulfillment of orders throughout the year.

Sterling Business Products is a vendor with whom CPS regularly does a large volume of business. Based on last year’s expenditures (see table below), we seek to execute a blanket contract for the district for FY16 valued at \$175,000.

Sterling Business Products  
FY15 Expenditures by Department

Affirmative Action	\$ 2,500.00
Amigos	\$ 2,348.05
Assistant Superintendent’s Office	\$ 17,514.17
Chief Financial Officer	\$ 11,364.00
CRLS	\$ 19,680.14
School Committee	\$ 1,420.00
Chief Operating Officer	\$ 69,974.16
Deputy Superintendent	\$ 3,721.00
Human Resources	\$ 2,250.00
King	\$ 1,633.70
Legal Counsel	\$ 5,265.00
Office of Student Services	\$ 1,490.00
Payroll	\$ 12,475.30
Putnam Ave Upper	\$ 3,728.00
FRC	\$ 3,693.00
Science	\$ 6,317.50
Title One	\$ 3,101.95
Other (sum of depts spending under \$1,000)	\$ 3,171.00
<b>TOTAL</b>	<b>\$ 171,646.97</b>