

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

18-168



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June 5, 2018

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: FY 19 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	7/1/18 - 6/30/19	\$150,000.00

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,

A handwritten signature in black ink, appearing to be "KS", is written over the printed name of the Superintendent of Schools.

Kenneth N. Salim, Ed.D.
Superintendent of Schools

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SUPPLEMENTAL INFORMATION: Sterling Business Contract

District Wide Contract: Printing & Mailing Services

Total Amount of Contract: \$150,000.00

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 is a state contract 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 FY19 valued at \$150,000.

Sterling Business Products
FY18 Expenditures by Department

Amigos	\$ 2,950.00
Assistant Superintendent’s Office	\$ 24,256.00
Family Engagement and Communication	\$ 11,691.02
CRLS	\$ 15,348.68
FRC	\$ 8,020.00
Human Resources	\$ 2,125.00
Legal	\$ 3,150.00
Morse	\$ 3,233.50
Office of Student Services	\$ 1,580.00
Payroll	\$ 7,733.00
Putnam Ave Upper	\$ 7,980.00
Rindge Ave Upper	\$ 4,150.00
School Committee	\$ 2,995.00
Science	\$ 1,148.22
Title One	\$ 11,803.75
Tobin	\$ 1,675.00
Vassal Lane Upper	\$ 1,302.19
Other (sum of depts spending under \$1,000)	\$ 8,950.22
TOTAL	\$ 120,091.58