

(ATTACHMENT 1)

**ACTION ON MONTHLY FINANCE MATTERS: AUTHORIZATION TO MAKE PURCHASES; REPORT ON REVENUES AND EXPENSES; MONTHLY EXPNDITURE 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**

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

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

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

Each extension will run from January 1, 2018 through December 31, 2018. The total cost of printing will not exceed \$163,780 in this extension year. (The cost of printing is dependent on the size of the guide; printing of 72-page guides would cost \$155,620 and printing of 80-page guides would cost \$163,780.) The total cost of mailing is fixed and will not exceed \$18,316.

**Budget Code:**

CSV-0-0-PRC-RC-EADV ..(Community Recreation-Official Advertising).....\$182,096

**American Lithography and Publishing, Inc.**

**PRIME CONTRACTOR INFORMATION**

Certified HUB Vendor? .....NO  
Total # of Employees .....21  
Total # of Minorities .....5  
Total # of Women .....2

**HUB PARTICIPATION**

Required .....0%  
Proposed .....0%  
\$ Value .....\$0

Paid Student Employment Hour Commitment: 200 HOURS/12-mo contract (B5748 only)

Student Career Awareness Commitment: 10 HOURS/12-mo contract (both B5748 and B5749)

**INFORMATIONAL REPORT ON CHANGE ORDERS IN EXCESS OF \$25,000**

In compliance with Administrative Policy 3.09(10)(e)1, the Administration is reporting change orders to existing contracts whose collective net value exceeds \$25,000.

**Contract: C26327**

**Smart Interpreting Services, Inc. d/b/a Professional Interpreting Enterprise**

This contract was executed in July of 2017 on behalf of the Department of Specialized Services. Contractor provides in-person American Sign Language interpretation, as needed, for deaf MPS students. The need for these services has increased; this contract is also used by the Office of Human Resources to support interpretation needs for deaf MPS employees. An additional \$29,999 was added to the contract to support these additional needs through the end of the contract term on June 30, 2018.

Original Contract Amount: \$20,000  
Increase: \$29,999  
Adjusted Contract Amount: \$49,999

**Contract: C026622**

**Boys and Girls Club of Greater Milwaukee, Inc.**

In July 2017, the Board approved a contract with the Boys & Girls Clubs of Greater of Greater Milwaukee, Inc. to provide a Community Learning Center (CLC) at Dr. George Washington Carver Academy of Mathematics and Science. Funds were added to the contract in the amount of \$31,000 to provide additional programming and services to the students attending this CLC.

Original Contract Amount: \$75,000  
Increase: \$31,000  
Adjusted Contract Amount: \$106,000