

ACTION ON MONTHLY FINANCE MATTERS: AUTHORIZATION TO MAKE PURCHASES; REPORT ON CHANGE ORDERS IN EXCESS OF \$25,000; REPORT ON BUDGET TRANSFERS OVER \$100,000; REPORT ON CONTRACTS UNDER \$50,000 AND CUMULATIVE TOTAL REPORT; REPORT ON MONTHLY GRANT AWARDS; ACCEPTANCE OF DONATIONS

RFB 5815 Authorization to Extend a Blanket Purchase Order with American Lithography & Publishing Inc for Printing and Mailing of Seasonal Recreation Guides

The Administration is requesting authorization to extend a blanket purchase order with American Lithography & Publishing Inc for printing and mailing of seasonal recreation guides. This vendor will print and mail Milwaukee Recreation’s Recreation Guide, which is mailed to every residential address in the city of Milwaukee. The guide is published four times per year (winter, spring, summer, and fall).

The quarterly Recreation Guide is Milwaukee Recreation’s primary marketing tool. It remains the best and most effective way for the department to convey detailed information about the full range of programs and services offered. While the majority of Milwaukee Recreation’s customers now register online, most customers still prefer to page through a printed guide to review program information and plan their class schedules. The printed guide also helps to ensure that every resident (with or without internet access) has the chance to discover and benefit from Milwaukee Recreation’s services.

Contractor was chosen pursuant to RFB 5815, which closed on November 22, 2023. The initial authorization ran from January 1, 2024 through December 31, 2024. The term will be extended for an additional one-year term from January 1, 2025 through December 31, 2025.

The total cost of the purchases over the one-year term will not exceed \$313,520.00.

Budget Code:

000-0-0-000-BL-ECTS..... (Blanket Contract)\$313,520.00

American Lithography & Publishing Inc

PRIME CONTRACTOR INFORMATION

Certified HUB Contractor?NO
Total # of Employees16
Total # of Minorities6
Total # of Women4

HUB PARTICIPATION

Required0
ProposedNA
\$ ValueNA

STUDENT ENGAGEMENT (hour per 12-month contract)

Paid Student Employment Hour Commitment: 300 HOURS
Student Career Awareness Commitment: 10 HOURS