



**MILWAUKEE  
PUBLIC SCHOOLS**

Office of Finance  
Department of Procurement & Risk  
Management 5225 W. Vliet Street,  
Milwaukee, WI 53208  
(414) 475-8880  
mps.milwaukee.k12.wi.us  
Fax (414) 475-8387

October 30, 2020

Jason Kiefer  
American Litho 530  
N. 22nd Street  
Milwaukee WI 53233

Dear Mr. Kiefer:

Subject to approval by Milwaukee Public Schools' (MPS) Administration and the January meeting of the Milwaukee Board of School Directors, your blanket contract for printing and mailing four seasonal recreation guides is being recommended for a one year extension, in accordance with MPS' Request for Bid (RFB) 5784 and your firm's response thereto, as well as satisfactory performance in the first year.

This blanket contract shall be for a one-year period from February 01, 2021 through January 31, 2022. There is one remaining one-year option to extend if certain performance metrics are met. The estimated value for the second one-year term is \$225,440.00

MPS staff will place orders with your firm by faxing or emailing you a purchase order each time they wish to place an order.

Please indicate below whether you agree to or decline the contract extension. Once agreed to, signed and returned, and approved by the Administration and the Board, this letter shall constitute the contract amendment.

We agree to the contract extension.  We decline the contract extension.

Signature: Jason J. Kiefer

Print Name & Title: JASON J. KIEFER PRESIDENT

Date: 11-20-2020

If you have any questions, please feel free to contact me. We look forward to a mutually beneficial business relationship with your firm.

Sincerely,

Cierra B. Chesir

Cierra Chesir, J.D., Acting Manager  
Procurement & Risk Management