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135 Berkshire Street, Cambridge, Massachusetts 02141

June 15, 2021

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT: FY22 Printing & Mailing Services

RECOMMENDATION:

That the School Committee approve a contract with the following vendor, funds to be provided in accordance with the budget reference listed below. Procurement procedures for this purchase 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 PO Box 845 Medford, MA 02155	7/1/21 – 6/30/22	\$200,000.00

DESCRIPTION: This contract is for printing and mailing services for all schools and departments. The contract amount is based on school and department expenditures in FY 21. See the attached Supplemental Information for additional details.

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

BUDGET REFERENCE:

Fund	Account	Dept.
15000	General Fund 53404	Reproduction Printing Various
Various Schools & Departments		

Respectfully Submitted,

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: \$200,000.00

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 FY21 expenditures (see table below), we seek to execute a blanket contract for the district for FY22 valued at \$200,000.

Sterling Business Products
FY21 Expenditures by Department

Assistant Superintendent's Office	\$ 4,065.91
CRLS	\$ 12,955.00
Covid-19 related printing & mailing	\$ 107,972.75
Family Engagement & Communication	\$ 41,199.36
Haggerty School	\$ 1,200.00
Human Resources	\$ 1,695.00
Payroll	\$ 2,400.00
Putnam Ave Upper	\$ 3,144.00
Superintendent's Office	\$ 2,675.00
Student Registration Center	\$ 6,057.00
Title One	\$ 7,502.00
Transportation Office	\$ 6,194.50
TOTAL	\$ 197,060.52