

**BOARD OF TRUSTEES  
THE CITY UNIVERSITY OF NEW YORK**

**Book Binding Services**

RESOLVED: That the Board of Trustees of The City University of New York authorize the General Counsel to execute a contract on behalf of the Office of the University Controller with a vendor who will provide as needed bookbinding services for the Central Office and all of the Colleges. The contract will be awarded to the lowest responsive and responsible bidder after public advertisement and sealed bidding by the Office of the University Controller pursuant to law and University Regulations. Such purchase shall not exceed an estimated annual cost of \$160,625 chargeable to appropriate funding sources during the applicable fiscal year. The contract term shall be five years. The contract shall be subject to approval as to form by the Office of General Counsel.

EXPLANATION: The services are essential for the day-to-day operations of the Central Office and the College library departments. The selected vendor will provide bookbinding services, supplies and pick-up and delivery services.