



## Agenda Report

22-1444

Agenda Date: 12/6/2022

### REPORT TO STADIUM AUTHORITY BOARD

#### **SUBJECT**

Request from Stadium Manager for Approval to Issue Purchase Orders to Benjamin Litho, Inc. for Printing and Mailing Services

#### **BOARD PILLAR**

Ensure Compliance with Measure J and Manage Levi's Stadium

#### **DISCUSSION**

On November 13, 2022, the Stadium Manager submitted a Recommendation for Award memo, along with supporting documentation, to request approval for the following actions:

1. Issue a purchase order to Benjamin Litho, Inc. in an amount not to exceed \$9,300 inclusive of postage fees and applicable sales tax to print and mail out 2023 Stadium Builders License (SBL) invoices; and
2. Issue a purchase order to Benjamin Litho, Inc. in the amount of \$1,080 inclusive of applicable sales tax and delivery to print tags for Guest Services for lost items and storage of patron owned items (e.g., strollers, wheelchairs, etc.) during events.

The Stadium Manager's Recommendation for Award memo (Attachment 1) describes the requests in more detail. These costs are covered in the Fiscal Year 2022/23 Stadium Authority Budget, SBL Sales and Service and Guest Services line items, respectively.

#### **ATTACHMENTS**

1. Stadium Manager's Recommendation for Award Memo