



Legislation Text

File #: Res. 2020-25R, **Version:** 1

AGENDA CAPTION:

Consider approval of Resolution 2020-25R, approving a renewal of the agreement with Certified Folder Display Services, Inc. for the distribution of media brochures to support the work of the San Marcos Convention and Visitor Bureau in the estimated annual amount of \$21,753.05 and authorizing three one-year additional renewals for a total contract price of \$63,967.18; authorizing the City Manager or his designee to execute the appropriate documents related to the renewal of the agreement on behalf of the City; and declaring an effective date.

Meeting date: February 4, 2020

Department: Convention Visitor Bureau - Rebecca Ybarra-Ramirez, Director (By Lynda Williams, Purchasing Manager)

Amount & Source of Funding

Funds Required: \$21,753.05 Annually

Account Number: 12024224 53220

Funds Available: FY20 Budget \$33,694.08

Account Name: Professional Services

Fiscal Note:

Prior Council Action: No previous action

City Council Strategic Initiative: [Please select from the dropdown menu below]

Choose an item.

Choose an item.

Choose an item.

Comprehensive Plan Element (s): [Please select the Plan element(s) and Goal # from dropdown menu below]

Economic Development - Choose an item.

Environment & Resource Protection - Choose an item.

Land Use - Choose an item.

Neighborhoods & Housing - Choose an item.

- Parks, Public Spaces & Facilities - Choose an item.
- Transportation - Choose an item.
- Core Services
- Not Applicable

Master Plan: *[Please select the corresponding Master Plan from the dropdown menu below (if applicable)]*

Choose an item.

Background Information:

In April 2018 the Convention Visitor Bureau entered into an agreement with Certified Folder Display Service for media brochure distribution in the amount of \$21,750.18. The contract was renewed in 2019 for \$20,463.95; the renewal for 2020 is for \$21,753.05 which brings the total value of the contract to \$63,967.18; thus, requiring City Council Approval.

This contract will continue with three (3) annual renewal options for approximately \$21,753.05 per year. Renewals may be awarded administratively in the form of an Authorization of Change in Service.

The 16-page San Marcos brochure will be distributed 1,295 Texas locations.

Council Committee, Board/Commission Action:

Click or tap here to enter text.

Alternatives:

Click or tap here to enter text.

Recommendation:

Approve contract 218-249 with Certified Folder Display Service for media distribution for the amount of \$21,753.05 with three (3) annual renewal options.