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|  | <div style="text-align: center;">AGENDA ITEM SUMMARY</div> <div style="border: 1px dashed purple; padding: 5px; float: right;"> District Impacted <input type="checkbox"/> 1 = Wolosin <input type="checkbox"/> 2 = Woolard <input type="checkbox"/> 3 = Scott <input type="checkbox"/> 4 = Boddie <input type="checkbox"/> 5 = Macaluso <input checked="" type="checkbox"/> All </div> |
| AGENDA DATE | 09/08/2020 |
| DESCRIPTION | A RESOLUTION AUTHORIZING THE CITY TO ENTER INTO AND MANAGE A PURCHASE AGREEMENT WITH PENGUIN SUITS TO CREATE, PRINT AND DISTRIBUTE THE 2021 PARKS AND RECREATION GUIDEBOOK. |
| STAFF'S RECOMMENDED ACTION (be specific) | Approval of expenditure of funds pertaining to Penguin Suits agreement to produce, print, and distribute 2021 Parks and Recreation Guidebook in the amount of \$26,000. |
| CONTACT PERSON | Lisette Jimenez |
| SUMMARY | <p>The Boerne Parks and Recreation department produces, prints and distributes an annual guidebook highlighting programs, facilities and community events for the City of Boerne. The book is mailed to all City of Boerne residents each year and copies are available at various locations and events throughout the year.</p> <p>Staff solicited bids for the creation, printing and distribution of the 2021 Guidebook. Staff received two qualified bids: Penguin Suits in the amount of \$25,059.00 and Alpha Graphics in the amount of \$24,183.73. This fee also includes the creation of an online interactive version of the book for the website.</p> <p>Both bids came in very comparable in price. Based on our experience with Penguins Suits, as well as, allowing for a 5% buy local consideration, staff recommends, awarding the bid to Penguins Suits. Staff would also recommend approving the amount of \$26,000 to cover any contingencies.</p> <p>Staff sells advertising in the book which helps offset the cost of the books production. These ad sales have in in the past typically covered the entire cost of producing the guidebook.</p> |
| COST | \$26,000.00 |
| SOURCE OF FUNDS | Budget in 2020-2021 Parks Fund |
| ADDITIONAL INFORMATION | |

This summary is not meant to be all inclusive. Supporting documentation is attached.