

AGENDA SHEET FOR PARK BOARD MEETING OF: December 8, 2011



Submitting Division
Marketing/Communications
Recreation/Riverfront

Contact Person
Nancy Goodspeed
Craig Butz

Phone No.
6297
6610

COMMITTEE

- Riverfront
- Golf
- Recreation
- Land
- Urban Forestry
- North Bank Ad-Hoc
- Finance

CLERK'S FILE
RENEWS
CROSS REF
ENG
BID
REQUISITION

OPR 2009-0194

AGENDA WORDING:

Contract extension for one-year as permitted by contract with Magner Sanborn Inc. for marketing and advertising services from January 1, 2012 through December 31, 2012.

BACKGROUND:

(Attach additional sheet if necessary)

A two-year contract was previously approved for 2009 & 2010. It contained an option for three one-year renewals. The first of these renewals occurred in 2011. Staff recommends continuing with a second one-year renewal. The 2012 contract amount is not to exceed \$231,700. Of this amount, Magner Sanborn receives \$6,500 per month as a retainer covering advertising design, placement and consultation. The remainder of encumbered funds is purchased by Magner Sanborn on behalf of Parks for media/marketing materials.

RECOMMENDATION:

Approve contract extension

Fiscal Impact:

- Expenditure: \$231,700
- Revenue: \$
- Budget Neutral

Budget Account:

- 1400-54300-19300-54451 \$ 2,600.
- 1400-54300-76100-54451 \$50,400
- 1400-54300-76916-54451 \$53,000
- 1400-54300-76921-54451-\$18,000
- 1400-54300-76922-54451-\$20,000
- 1400-54400-76120-54451-\$87,700

ATTACHMENTS: Include in Packets:
On file for Review in Office of City Clerk:

SIGNATURES:

Requestor

Parks Accounting
Parks -Cbutz@spokanecity.org
Parks -Ngoodspeed@spokanecity.org
Parks -Dcdodson@spokanecity.org
Parks -Kkeck@spokanecity.org

Legal Department

Director of Parks and Recreation
Taxes and Licenses-Marilou Lewis
Contractor-Deanna@magnersanborn.com
Risk Manager- Pam Schroeder

PARK BOARD ACTION:

AGENDA SHEET FOR PARK BOARD MEETING OF: December 8TH, 2011



Submitting Division
Riverfront Park

Contact Person
Sam Song

Phone No.
625-6660

COMMITTEE

- x Riverfront
- o Golf
- o Recreation
- o Land
- o Urban Forestry
- o North Bank Ad-Hoc
- o Finance

CLERK'S FILE	_____
RENEWS	_____
CROSS REF	_____
ENG	_____
BID	3814-11
REQUISITION	Value Blanket Order

AGENDA WORDING:

Contract (Value Blanket Order) with Sysco Food Services of Spokane, Inc. to provide food items and concession supplies to Riverfront Park and other Park locations. Estimate annual cost is \$125,000.00

BACKGROUND:

On October 31, 2011 sealed bids were opened to provide the City of Spokane Parks and Recreation Department with food services. Two responses were received with Sysco Food Services of Spokane being the overall lowest responsive bidder. This is a five (5) year Value Blanket Order.

RECOMMENDATION: Approve Value Blanket Order

Fiscal Impact:

Expenditure: \$125,000.00
Revenue: \$
Budget neutral 1400-54300-76918-53401
\$105,000.00/ 1400-54300-76918-53201 \$20,000

ATTACHMENTS: Include in Packets: Bids from Sysco and URM, Bid Tabulation
On file for Review in Office of City Clerk:

SIGNATURES:

Requestor

Parks Accounting

Legal Department

Director of Parks and Recreation

Purchasing

DISTRIBUTION: Parks, Judy Moss
Risk Manager, Pam Schroeder
Purchasing, Thea Bremer

Parks,
Taxes and Lic, Lisa Dillman
Contractor

PARK BOARD ACTION: