



## AGENDA REPORT

**Meeting Date:** June 16, 2009  
**Item Number:** F-20  
**To:** Honorable Mayor & City Council  
**From:** Noel Marquis, Assistant Director of Administrative Services - Finance  
**Subject:** APPROVALS RELATED TO VARIOUS CITY PURCHASING AND BUDGET TRANSACTIONS AS DESCRIBED HEREIN

Attachments:

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**Item A. APPROVAL OF A CHANGE ORDER TO THE BLANKET PURCHASE ORDER IN THE AMOUNT OF \$35,000 TO AVALON COMMUNICATIONS FOR PRINTING AND MAILING OF THE *IN FOCUS NEWSLETTER* FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$82,388.93**

### **RECOMMENDATION**

Staff recommends that the City Council approve a change order in the amount of \$35,000 to the blanket purchase order with Avalon Communications for the printing, binding and mailing of the City's *In Focus Newsletter* for a total not-to-exceed amount of \$82,388.93.

### **INTRODUCTION**

On November 5, 2008, Agreement no. 465-08 between the City of Beverly Hills and Avalon Communications was approved by Council. This agreement provides three years of service and two (2) two-year extensions to conduct citywide printing and mailing services. Avalon Communications has been responsible for the many custom printing and media services for the City's various communications and marketing programs and projects using brochures, postcards, envelopes, labels, newsletters, etc.

As part of the City's continued efforts to promote outreach initiatives, the *In Focus Newsletter* highlights key issues and showcases City projects, particularly initiatives and events which generate revenue.

### **DISCUSSION**

Due to an administrative oversight, staff did not encumber enough funds in the original purchase order. The balance required for the remaining fiscal year is \$35,000.

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To date, the blanket purchase order issued is \$47,388.93. The change order request of \$35,000 will cover past invoices and the remaining issue, which will bring the blanket purchase order to a total not-to-exceed amount of \$82,388.93.

**FISCAL IMPACT**

Funds were budgeted in the Community Outreach Program's On-going Contractual Services (4808303-73122) account for this purpose.

  
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Noel Marquis  
Finance Approval

  
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Scott G. Miller  
Approved By