

RESOLUTION 2013-15

A RESOLUTION OF THE CITY COUNCIL APPROVING AN EXEMPTION TO COMPETITIVE BID REQUIREMENTS OF THE GARIBALDI MUNICIPAL CODE SECTION 3.10, PUBLIC CONTRACTS, FOR THE PURPOSE OF PRODUCTION AND PUBLICATION OF PRINTED MEDIA MATERIALS

WHEREAS, the City of Garibaldi Manager has entered into an agreement with NW Media Consultants, of Sacramento, California, for the production and printing of printed materials for tourism promotion activities; and

WHEREAS, unforeseen circumstances made it was necessary for the City Manager to authorize NW Media to produce and print additional materials within certain time constraints under this existing agreement; and

WHEREAS, the GMC §3.10.080(G) states that an exemption to the competitive bidding requirements of the City's Public Contracting Rules may be made by the Contract Review Board (City Council) for personal service contracts;

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF GARIBALDI RESOLVES AS FOLLOWS:

Section 1. The recitals of this resolution are incorporated herein by reference and adopted as findings in support of this approval of this exemption.

Section 2. The Garibaldi City Council acting as the Garibaldi Contract Review Board hereby finds that the City Manager's authorization to NW Media to produce and print visitor guides and Garibaldi Days promotional materials under the agreement attached to this resolution as **Exhibit A** was consistent with the GMC §3.09.080(G), and that time constraints associated with the need to produce certain printed materials prior to Garibaldi Days constituted an emergency.

Section 4. The City Council acting as the Garibaldi Contract Review Board hereby authorizes the City Manager to purchase printed materials under the attached agreement with NW Media Consultants in an amount not to exceed \$7,000 for the Garibaldi Visitors Guide and Garibaldi Days promotional materials.

PASSED BY THE COMMON COUNCIL AND APPROVED BY THE MAYOR, this 15th day of July, 2013.

ATTEST:



John O'Leary, City Manager



Hon. Suzanne McCarthy, Mayor

Attached - **Exhibit A**



761 Cortlandt Drive, Sacramento, CA 95864
(916) 483-2034 www.NWMediaConsultants.com

Garibaldi Tourist Brochure Proposal

The Garibaldi Tourism Commission (CLIENT) wishes to create a brochure to distribute to tourists and visitors detailing the area's sights and attractions. The CLIENT wishes to repurpose existing written material and photographs into the document, along with new material, such as a map and any necessary additional photos, to create an 11x17 folded brochure sized to display on counters throughout the community and surrounding areas.

About Northwest Media Consultants

Northwest Media Consultants (CONSULTANT) is a firm operated by Kathleen Newton and Joe Happ, who together have 80 years of professional writing, editing, media and advertising experience. They owned Oregon Coast Newspapers and operated two newspapers on the Oregon coast, one of them in Tillamook County.

Proposed Project

Under the guidance of CLIENT, CONSULTANT proposes to use material they previously produced for the CLIENT's website, along with photos they and the CLIENT have on file, and to develop any needed map and/or additional content and photographs to create a colorful, content-rich brochure that will catch the eye and help visitors make the most of their time on the coast.

CONSULTANT's plan

- Confer with CLIENT to develop a list of content topics;
- Gather and/or produce text to support each topic;
- Gather photographs to support each topic;
- Develop or obtain an appropriate map;
- Obtain approval from CLIENT on all content prior to the design process;
- Design an 11x17 document that will be folded down into a standard brochure size;
- Obtain approval of the design from CLIENT;
- Arrange for and oversee printing and delivery of the brochure in quantities requested by CLIENT.

CLIENT's responsibilities

- Provide CONSULTANT with single contact person with whom to work;
- Provide CONSULTANT with a list of topics desired in the brochure;
- Assist CONSULTANT, as necessary, in obtaining CLIENT's desired images for the brochure;

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5-28-13



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Garibaldi Tourist Brochure Agreement

May 13, 2013

ADDENDUM TO BROCHURE AGREEMENT

This addendum is to acknowledge that all the hours of work originally estimated by CONSULTANT as part of the original Garibaldi Tourist Brochure Map AGREEMENT have now been expended. This work has included preliminary designs of the brochure as well as creation of, additions to and revisions of two maps, plus time spent in communications with CLIENT and finish work on the overall brochure appearance. From now until completion of the project, additional work by CONSULTANT will be billed at the standard rate of \$70/hour. CLIENT will now be invoiced for CONSULTANT's completed work and billing for any future work or expenses will be done on a standard monthly schedule.

All other relevant elements of the previous agreement remain in place.

Agreed to:

Date: 5/13/2013

By:

John O'Leary, City Manager
Title
CLIENT

Kathleen Newton
Kathleen Newton
Northwest Media Consultants