



Board of Park Commissioners Approval Form

Printing Fun Times Brochure RFQ 4654 Project Approval Request

Scope of Work/Project Narrative:

This is for printing of the quarterly Fun Times program brochure and matching postcards.

Bids were requested in November. Only one printer, The Papers, submitted a bid in the total amount of \$48,115 (\$42,431 brochure, \$5,684 postcard). Due to timing and no board meeting in January, the spring Fun Times and postcard were already printed and paid at a cost of \$11,522. So, that amount of \$11,522 will be deducted from the bid amount and the request will be for the remaining \$36,593 to cover the summer, fall and winter issues.

Board Approval:

At this time we ask the board to approve a contract with The Papers in the amount of \$36,593 for printing the summer, fall and winter issues of the Fun Times and postcards.

The Fort Wayne Parks and Recreation and the Board of Park Commissioners, met to host their regularly scheduled monthly Board meeting on **February 9, 2023**, to approve the above-referenced project and contract, in the amount of **\$36,593**.

We, the Board of Park Commissioners, on the date stated do ATTEST, sign to the above-referenced and attached documents, and approve as presented.

Commissioner

Commissioner

Commissioner

Commissioner

Board Secretary

2023 *Fun Times* Catalogs

Print Specifications

Description: 2023 *Fun Times* quarterly program booklet

Quantity: 4 issues; 35,000 booklets per issue; 140,000 total catalogs

Stock: Cover: 80# gloss
Inside: 35# 80 bright newsprint

Size: Page size: 6" wide x 10" tall

- **1 issue - 76 pages** including cover
Summer 2023 to printer April 14
- **1 issue - 68 pages** including cover
Fall 2023 to printer July 14
- **2 issues - 60 pages** including cover
Spring 2023 to printer January 13
Winter 2024 to printer October 13

Composition: Supplied to printer as PDF

Ink: Four-color process throughout, bleed on cover and some inside pages

Bindery: Saddle stitched and trimmed.

Shipping: Deliver ~31,000 to mail prep house and 4,000 to Fort Wayne Parks & Recreation Department, 705 East State Blvd.

Contact: Jill Bowyer, 427-6007

Pricing:

Cost for 60-page issue	\$10,101.00	x 2	=	\$20,202.00
Cost for 68-page issue	\$10,749.00			
Cost for 76-page issue	\$11,480.00			

- Spring
was
20 pages.

Alternate:

Cost for 84-page issue	\$12,122.00
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Total \$42,431.00
(does not include pricing for 84-page alternate)

Fort Wayne Parks & Recreation Department

2023 *Fun Times* Postcards

Print Specifications

Description: 2023 *Fun Times* quarterly postcards

Quantity: 4 seasonal (January, April, July, October) printings of 20,000 cards for a total of 80,000 cards

Stock: 100# gloss cover

Size: 9" x 5.75"

Composition: Supplied to printer as PDF

Ink: Four-color process on both sides, bleed on all sides

Shipping: Deliver cards to designated mail preparer

Contact: Jill Bowyer, 427-6007

Pricing:

Cost for 20,000 cards \$1,421.00 x 4 = \$5,684.00

Term of Agreement: 1/1/23-12/31/23

Prices must be exact and held firm through the term of the Agreement

The Parks Department reserves the option to accept the quote in the best interest of the City.

Vendor Signature

Armond L. Johnson - Amended on 2/6/23

Michelle,

Per our conversation on December 15 regarding the 2023 Fun Times printing, we would like to split the 4-part job as follows:

Put the spring 2023 book/postcard on a 2022 requisition and pay it from 2022 funds

Put the summer, fall and winter books and postcards on a 2023 requisition and pay from 2023 funds.

The reason for this is the unexpected increased cost of this project (due to huge increase in paper costs). We have extra money in 2022 budget that can help offset this cost. Also, our Park Board will not meet in January to approve the entire contract amount.

I believe Rhonda has made the requisitions out to accomplish this.

Thank you,

Jill Bowyer

Manager of Publications/Promotions

FW Parks and Recreation

427-6007



Board of Park Commissioners Approval Form

Fun Times & Postcard Mail Prep and Postage Extension of P.O. 22121004 Project Approval Request

Scope of Work/Project Narrative:

Tandem (formerly Anthony Wayne Rehabilitation Center) currently holds the contract in the amount of \$54,484 for preparing and mailing the quarterly Fun Times brochure and postcards. They have agreed to extend the contract through 2023 at the existing pricing. They prep and mail approximately 31,000 brochures and 20,000 postcards each quarter.

Due to timing and no board meeting in January, a separate P.O. was produced for the Spring Fun Times and postcard which were mailed out on February 1. So, that amount of \$13,265 will be deducted from the contract extension.

Board Approval/Purpose:

At this time, we would like to request approval to extend the contract with Tandem at a total of \$41,219.

The Fort Wayne Parks and Recreation and the Board of Park Commissioners, met to host their regularly scheduled monthly Board meeting on **February 9, 2023**, to approve the above-referenced project and contract, in the amount of **\$41, 219.00**.

We, the Board of Park Commissioners, on the date stated do **ATTEST**, sign to the above-referenced and attached documents, and approve as presented.

Commissioner

Commissioner

Commissioner

Commissioner

Director/Secretary



CITY OF FORT WAYNE

THOMAS C. HENRY, MAYOR

October 25, 2022

Anthony Wayne Services
Tandem
8515 Bluffton Road
Fort Wayne, IN 46802

Subject: RFQ#4596 -- Annual Requirements for Fun Times and Postcard Mailing and Postage

The City of Fort Wayne's Purchasing Department would like to extend the above subject contract from January 1, 2023 to December 31, 2023 at the existing pricing and specifications.

Please indicate your concurrence by signing below and returning this letter via fax: (260) 427-1393 or email: michelle.metzger@cityoffortwayne.org at your earliest convenience.

If this extension is accepted, a purchase order will be issued after January 1, 2023. Should you have any questions, please do not hesitate to contact our office at (260) 427-1103. Thank you in advance for your assistance.

Sincerely,

Anthony Wayne Services/ Tandem


Michelle Metzger
Purchasing


Signature of Authorized Representative

Date: 10/27/2022

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CITIZENS SQUARE

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CITY OF FORT WAYNE
FORT WAYNE CITY UTILITIES
DEPARTMENT OF PURCHASES
CITIZEN SQUARE
200 E. BERRY STREET, SUITE 490
FORT WAYNE, IN 46802

BILL TO

C850
 BOARD OF PARK
 COMMISSIONERS
 CITY OF FORT WAYNE
 705 EAST STATE BLVD
 FORT WAYNE, IN 46805
 Phone: 260-427-6000

Purchase Order

Fiscal Year 2022

Page: 1 of 1

**THIS NUMBER MUST APPEAR ON ALL INVOICES,
 PACKAGES AND SHIPPING PAPERS.**

Purchase Order #

22121004

Delivery must be made within doors of specified destination.

Material safety data sheets (MSDS) must be sent with all products per federal regulations.

VENDOR

0
 ANTHONY WAYNE REHABILITATION CENTER
 FOR
 8515 BLUFFTON ROAD
 FORT WAYNE, IN 46809

SHIP TO

C850
 BOARD OF PARK COMMISSIONERS
 CITY OF FORT WAYNE
 705 EAST STATE BLVD
 FORT WAYNE, IN 46805
 Phone: 260-427-6000

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE
744-7400		22121004	

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
12/28/2021	2798	01/01/2022		PARKS

NOTES

ITEM #	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	FUN TIMES & POSTCARD MAIL PREP AND POSTAGE. MAIL PREP: \$6360\par POSTAGE: \$48124\par REQUESTED BY: JILL BOWYER GL Account: 121R4103 - 5322 \$48,124.00 GL Account: 121R4103 - 5331 \$6,360.00	1.0	EACH	\$54,484.00	\$54,484.00

GL SUMMARY

Account	Amount	Season	Amount	Season	Amount
121R4103 - 5322	\$48,124.00	76p.	68p.	60p.	
121R4103 - 5331	\$6,360.00				
Spring 60p.		Summer	Fall	Winter	
postage 8469.16		8041.50	9160.73	8338.95	
3358.51		3386.10	3624.10	3572.67	
<u>11,827.67</u>		<u>11,427.60</u>	<u>12,784.83</u>	<u>11,911.62</u>	
Prep 776.94		819.18	777.68	778.99	
660.53		667.86	646.51	654.61	
<u>1437.47</u>		<u>1487.04</u>	<u>1424.19</u>	<u>\$1,443.60</u>	
13,265.14		12,914.64	14,209.02	\$13,355.22	

Unless otherwise indicated, the prices shown do not include taxes of any kind, exemption blanks will be furnished when necessary, Indiana sales tax exemption numbers #356001255 (city utilities) and #356001029 (civil city). Unless otherwise indicated the prices shown include all charges for delivery, packaging, etc., necessary to complete delivery to destination specified.

I hereby certify that the cost of the above purchase is fully covered by unencumbered balances in the above funds and that the expenditure therefor has been duly authorized and appropriated.

I hereby certify upon my own personal knowledge that this order is authorized by a properly executed and approved requisition on file in this office.

Total Ext. Price	\$54,484.00
Total Sales Tax	\$0.00
Total Freight	\$0.00
Total Discount	\$0.00
Total Credit	\$0.00

Purchase Order Total \$54,484.00

Ray E. ...
 City Controller

...
 Director of Purchases

Receiving Copy