



Board of Park Commissioners Approval Form

PROJECT NAME: Fun Times Brochure and postcard mail prep and postage

PROJECT NUMBER: Extension of P.O. # 22121004

REQUEST

Scope of Work/Project Narrative:

Tandem (formerly Anthony Wayne Services) currently holds the contract in the amount of \$54,484 for preparing (\$6,360) and mailing (postage \$48,124) the quarterly Fun Times brochure (~30,000/quarter) and postcard (~20,000/quarter). They have agreed to extend the contract through 2024 at their existing pricing (\$6,360) for addressing and prepping for mailing. However, postage (which is included in the contract) has increased more than once since it was initiated. In order to mail the same quantities, the postage needs to be increased to \$54,000 (an increase of \$5,876).

Total: $\$6,360 + \$54,000 = \$60,360$

Board Approval/Purpose:

We ask the board to approve contract extension with Tandem for the prep and mailing of our 2024 Fun Times brochure and postcard for the amount of \$60,360, which includes an additional \$5,876 for postage.

The Fort Wayne Parks and Recreation and the Board of Park Commissioners met to host their regularly scheduled monthly Board meeting on February 8, 2024, to approve a contract extension with Tandem for the above-referenced project in the amount of \$60,360.

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

Justin Shurley, Commissioner

Cory Miller, Commissioner

Richard Briley, Commissioner

Jenna Jauch, Commissioner

Steve McDaniel, Director



CITY OF FORT WAYNE

THOMAS C. HENRY, MAYOR

November 1, 2023

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, 2024 to December 31, 2024 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 you are not able to extend this contract, please advise via email.

If this extension is accepted, a purchase order will be issued after January 1, 2024. 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

A handwritten signature in black ink, appearing to read "Michelle Metzger".

Michelle Metzger
Purchasing

A handwritten signature in black ink, appearing to read "Douglas S. Smith".
Signature of Authorized Representative

11/1/23
Date

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RFQ #4596						
11/19/2020						
A.R. Printing & Mailing of Fun Times						
VENDOR	Anthony Wayne	EP Graphics	American Litho	The Papers		
Mail Prep & Delivery to Mailer	6,360.00	56,821.00	no bid	\$ 690.00		
Estimated Postage	48,124.00	TBD		\$ 12,480.00		
Printing						
60 Page	16,623.65	11,378.00	9,382.00	\$ 6,402.00		
68 Page	16,623.65	11,800.00	10,192.00	\$ 6,821.00		
x2	33,274.30	23,600.00	20,384.00	\$ 13,642.00		
84 page	18,897.20	13,719.00	11,673.00	\$ 7,793.00		
76 page	18,282.25	13,299.00	10,863.00	\$ 7,291.00		
Post Cards	1,859.00	2,031.00	1,324.00	\$ 864.00		
x4	7,436.00	8,124.00	5,296.00	3,456.00		

2023 Postage

	Spring	Summer	Fall	Winter	
FT	8,021.65	9,782.23	9,444.78	10,466.81	37,715.47
PC	4,067.44	3664.72	4,003.26	3,944.89	15,680.31
					53,395.78