

## OMB Granicus Review

<b>Granicus Title</b>	Termination of Agreement with Bay Promo LLC and award of bid to On Time Marketing Corp. for promotional and novelty items.				
<b>Granicus ID#</b>	24-0088A	<b>Reference #</b>		<b>Date</b>	31-Jan-2024

**Mark all Applicable Boxes:**

Type of Review									
<b>CIP</b>		<b>Grant</b>		<b>Other</b>	<b>X</b>	<b>Revenue</b>		<b>Project</b>	

**Fiscal Information:**

<b>New Contract (Y/N)</b>	Y	<b>Original Amount</b>	\$1,285,503.40
<b>Fund(s)</b>	1040, others	<b>Amount of Change (+/-)</b>	\$1,475,242.67
<b>Cost Center(s)</b>	381260, others	<b>Total Amount</b>	\$1,475,242.67
<b>Program(s)</b>	1997, others	<b>Amount Available</b>	<b>Total: \$1,475,242.67</b>
<b>Account(s)</b>	5481100, others	<b>Included in Applicable Budget? (Y/N)</b>	<b>Y in CVB, unknown in other departments</b>
<b>Fiscal Year(s)</b>	FY24 – FY27		

### Description & Comments

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

This contract is for providing the County with ‘promotional and novelty items’ with various County and/or Department logos.

This is a rebid of a contract that was originally awarded to ‘Bay Promo LLC’ for \$1,285,503.40 in July 2023. Prior to that, a contract was awarded to ‘On Time Marketing Corp’ in February 2023 for the same services, which was rebid in July 2023. (Previous OMB reviews are included)

This contract with On Time Marketing Corp is for 36 months with a maximum expenditure of \$1,475,242.67, an increase of \$189,739.30. Annual expenditures are not to exceed \$491,747.56, an increase of \$79,813.51 countywide. In addition to CVB, five other county departments have used the previous contract within their own budgets and are included in this contract total.

CVB has budgeted \$350,000 in FY24 for this activity but have \$15,865,000 in total for all advertising activities. It is not anticipated that a budget amendment will be needed for this contract.

The other departments (which have not been identified in this item) may or may not have included their anticipated expenditures in the appropriate budgets.

**Analyst:**

**Jim Abernathy**

**Ok to Sign:**

## OMB Granicus Review

<b>Granicus Title</b>	Award of bid to Bay Promo LLC for promotional and novelty items (REBID).				
<b>Granicus ID#</b>	23-0991A	<b>Reference #</b>		<b>Date</b>	17-Jul-2023

**Mark all Applicable Boxes:**

Type of Review									
<b>CIP</b>		<b>Grant</b>		<b>Other</b>	<b>X</b>	<b>Revenue</b>		<b>Project</b>	

**Fiscal Information:**

<b>New Contract (Y/N)</b>	Y	<b>Original Amount</b>	\$0
<b>Fund(s)</b>	1040, others	<b>Amount of Change (+/-)</b>	\$1,235,802.15
<b>Cost Center(s)</b>	381260, others	<b>Total Amount</b>	\$1,235,802.15
<b>Program(s)</b>	1997, others	<b>Amount Available</b>	<b>Total: \$1,235,802.15</b>
<b>Account(s)</b>	5481100, others	<b>Included in Applicable Budget? (Y/N)</b>	<b>Y in CVB, unknown in other departments</b>
<b>Fiscal Year(s)</b>	FY23 – FY26		

Description & Comments
(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

This contract is for providing the County with ‘promotional and novelty items’ with various County and/or Department logos.

This is a rebid of a contract that was originally awarded to ‘On Time Marketing’ for \$1,285,503.40 in February 2023.

This contract with Bay Promo LLC is for 36 months with a maximum expenditure of \$1,235,802.15. Annual expenditures are not to exceed \$411,934.05 countywide. In addition to CVB, five other county departments have used the previous contract within their own budgets and are included in this contract total.

CVB has budgeted \$350,000 in FY23 for this activity but have \$15,865,000 in total for all advertising activities. It is not anticipated that a budget amendment will be needed for this contract.

CVB’s FY24 Budget Request includes funding for this contract. The other departments (which have not been identified in this item) may or may not have included their anticipated expenditures in the appropriate budgets.

**Analyst:**            **Jim Abernathy**

**Ok to Sign:**

## OMB Granicus Review

<b>Granicus Title</b>	Award of Bid to On Time Marketing Corporation for Promotional and Novelty Items.			
<b>Granicus ID#</b>	23-0204A	<b>Reference #</b>		<b>Date</b> 7-Feb-2023

**Mark all Applicable Boxes:**

Type of Review									
<b>CIP</b>		<b>Grant</b>		<b>Other</b>	<b>X</b>	<b>Revenue</b>		<b>Project</b>	

**Fiscal Information:**

<b>New Contract (Y/N)</b>	Y	<b>Original Amount</b>	\$0
<b>Fund(s)</b>	1040	<b>Amount of Change (+/-)</b>	\$1,285,503.40
<b>Cost Center(s)</b>	381260	<b>Total Amount</b>	\$1,285,503.40
<b>Program(s)</b>	1997	<b>Amount Available</b>	<b>Total: \$1,285,503.40</b>
<b>Account(s)</b>	5481100	<b>Included in Applicable Budget? (Y/N)</b>	<b>Y</b>
<b>Fiscal Year(s)</b>	FY23 – FY26		

Description & Comments
<p style="font-size: small; margin: 0;">(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)</p> <p style="margin: 10px 0;">This contract is for providing the County with ‘promotional and novelty items’ with various County and/or Department logos</p> <p style="margin: 10px 0;">This contract with On Time Marketing is for 36 months with a maximum expenditure of \$1,285,503.40. Annual expenditures are not to exceed \$428,501.13 countywide. In addition to CVB, six other county departments have used the previous contract within their own budgets.</p> <p style="margin: 10px 0;">The department has budgeted \$350,000 in FY23 for this activity but have \$15,865,000 in total for all advertising activities. It is not anticipated that a budget amendment will be needed for this contract.</p>

**Analyst:            Jim Abernathy**

**Ok to Sign:**