

INTRODUCED: March 9, 2020

Expedited Consideration

A RESOLUTION No. 2020-R017

To approve an expenditure in the amount of \$3,380.00 from the Council District Funds for the Fifth District to pay Marion Marketing Global, LLC for printing flyers notifying Fifth District residents about upcoming Fifth District meetings in 2020.

Patron – Ms. Lynch

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: MAR 9 2020 AT 6 P.M.

WHEREAS, by Resolution No. 2007-R162-2008-29, adopted February 11, 2008, as amended by Resolution No. 2010-R91-118, adopted July 26, 2010, Resolution No. 2015-R18-23, adopted March 23, 2015, Resolution No. 2018-R065, adopted July 2, 2018, Resolution No. 2018-R066, adopted September 10, 2018, and Resolution Number 2019-R017, adopted July 22, 2019, the Council of the City of Richmond adopted City Council Expenditure and Reimbursement Guidelines to govern the use of Council District Funds and Council Operations Funds; and

WHEREAS, section I of such City Council Expenditure and Reimbursement Guidelines requires that all proposed expenditures from Council District Funds over \$5,000 in the aggregate

AYES: 8 NOES: 0 ABSTAIN: _____

ADOPTED: MAR 9 2020 REJECTED: _____ STRICKEN: _____

be submitted to the Council for approval via resolution prior to the contractual obligation or expenditure of funds; and

WHEREAS, pursuant to such requirement, the Council Member for the Fifth District has requested that the Council approve the expenditure in the amount of \$3,380.00 from the Council District Funds for the Fifth District to pay Marion Marketing Global, LLC for printing flyers notifying Fifth District residents about upcoming Fifth District meetings in 2020;

NOW, THEREFORE,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF RICHMOND:

That, pursuant to section I of the provisions of the City Council Expenditure and Reimbursement Guidelines adopted by Resolution No. 2007-R162-2008-29, adopted February 11, 2008, as amended by Resolution No. 2010-R91-118, adopted July 26, 2010, Resolution No. 2015-R18-23, adopted March 23, 2015, Resolution No. 2018-R065, adopted July 2, 2018, Resolution No. 2018-R066, adopted September 10, 2018, and Resolution Number 2019-R017, adopted July 22, 2019, the Council hereby approves an expenditure in the amount of \$3,380.00 from the Council District Funds for the Fifth District to pay Marion Marketing Global, LLC for printing flyers notifying Fifth District residents about upcoming Fifth District meetings in 2020.



Richmond City Council

The Voice of the People

Richmond, Virginia

Expedited Consideration

Fiscal Year 2020 Funding Request Form

Submitted by Councilmember/Liaison to the Richmond City Council Office of the Council Chief of Staff

Pending Council Adoption

Cost/Amount \$3,380.00

Vendor Invoice Number D5008 (REQUIRED: PLEASE USE INVOICE NUMBER PROVIDED BY VENDOR.)

Vendor Name Marion Marketing Global, Inc.

Contact/Tel 804-938-5218

City/State/Zip _____

Please provide a detailed brief justification for the payment (including: names, dates, location, etc.)

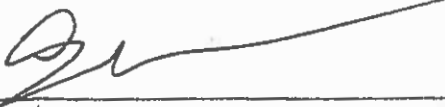
5th District Flyer with 2020 Meeting Dates

RECEIVED


FEB 27 2020

OFFICE OF THE CITY ATTORNEY

Councilmember/Liaison (authorized to sign on behalf of Councilmember)

Stephanie A. Lynch		2/25/2020
Name/Printed	Signature	Date

Council Chief of Staff (As needed.)

Lawrence R. Anderson		2/25/2020
Name/Printed	Signature	Date

Below for Official Richmond City Council Office of the Council Chief of Staff Administrative use only:

RX # _____
PO # _____
RC # _____

Date Received 2-25-2020

Date to Finance _____

Date to City Attorney 2.26.2020



MARION MARKETING GLOBAL, LLC

5TH DISTRICT MAILER QUOTE

Quote #QUO-206693-Y2V2K9 Estimate #ES0674
Quote Name: 5th District Stephanie A. Lynch Flyers 2020
Quantity: 8000
Mail Quantity: 7500
Mail Method: Standard
Turnaround: 5 Business Days
Front Color - Full Color (CMYK)
Back Color - Full Color (CMYK)
Size - 6 x 11 (EDDM Eligible)
Proof - Electronic - PDF
Paper - Conquest Preferred 14pt C2S Gloss Cover
Coating - No Coating
Wrap & Band - None
Mailing - Standard Presort (maximum 200)

DIRECT MAILER COST

CREATIVE DESIGN:

PRINTING OF THE UNITS

EDDM DELIVERY SYSTEM

500 OVERFLOW DELIVERED

TARGET DELIVERY 2/25-3/4

TOTAL COST: \$3,380



P.O. BOX 398
RICHMOND, VA 23218
PHONE 804-230-4515) FAX 804-230-1244
INFO@BAMBOOINK.COM
(FORMERLY JAMES RIVER PRESS)

Estimate 31700

Date: 02/25/20

**Amy Robins
Stephanie Lynch
Richmond VA**

*Pricing subject to review of final artwork.
Mailer to print 4/4 plus satin aq on 14pt c2s white and will cut to 6x11
Design is estimated to require three hours. if less time needed then pricing will adjust to reflect actual required time*

Quantity	Description	Unit Price	Price
	Mailer		
8,000	Mailer	184.38/M	1,475.00
7,500	Mail Shop	56.67/M	425.00
3	hours Design	65000.00/M	195.00
7,500	postage ESTIMATED	280.00/M	2,100.00

Terms: All quotations are subject to applicable taxes. Net 30 days.

BBR Print, Inc d/b/a Bamboo Ink P.O. Box 398 Richmond VA 23218 (804) 230-4515

Robins, Amy E. - City Council Office

From: Williams-Boney, Cheryl - DIT
Sent: Monday, February 10, 2020 9:42 AM
To: Robins, Amy E. - City Council Office
Cc: Miller, Wayne A. - DIT; DIT - Printing Services Job(s) Transmittal
Subject: RE: Estimate Request: Councilmember Stephanie Lynch's Mailed Flyer

No bid. Thank you for your consideration.

Cheryl Williams-Boney
DIT Administrative Technician, Senior
Printing Services

Office: 804-646-5801
Office: 804-646-1517
Email: cheryl.williams-boney@richmondgov.com

City of Richmond, Virginia
900 E. Broad Street, Level A
Richmond, VA 23219

From: Robins, Amy E. - City Council Office
Sent: Tuesday, February 04, 2020 11:43 AM
Subject: Estimate Request: Councilmember Stephanie Lynch's Mailed Flyer
Importance: High

Good Morning!

I would like to request estimates for the following mailing and design work for CM Lynch's annual flyer:

- Quantity: estimated 8000
- Standard Mail Postage, sorted, mail merge - spreadsheet of names/addresses will be provided
- Zip codes to be mailed to include: 23220, 23221, 23225, 23224
- Size 6"x11"
- Preferred 14pt C2S Gloss Cover
- Bleed
- Must be mailed between February 25 and March 3
- Include cost of mailing for 7500
- Must be a registered vendor with the city: <http://www.richmondgov.com/Procurement/SupplierPortal.aspx>

I've attached the product used last year (bad scan). My previous boss was very happy this this product. We would need help with a similar layout and different color scheme. I have all of the content, photo, and images.

Estimates must be submitted by Monday, February 10 by noon.

Please let me know if you have any additional questions.