

RESOLUTION NO. .

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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RESOLUTION APPROVING AN AGREEMENT WITH CARTWRIGHT DESIGN STUDIO FOR GRAPHIC DESIGN AND CREATIVE SERVICES FOR THE TERM OF JUNE 25, 2019 THROUGH JUNE 24, 2020, IN AN AMOUNT NOT TO EXCEED \$390,000 WITH TWO OPTIONS TO RENEW FOR 12 MONTHS EACH

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, the Office of Sustainability (OOS) requires on-call graphic design and creative services to develop marketing and informational materials, website design, and branding guidelines; and

WHEREAS, in December 2018, the OOS issued a Request for Proposals for procuring these services and received thirteen proposals, of which four were screened for interviews; and

WHEREAS, Cartwright Design Studio provided the most responsive proposal and interview and has been selected as the preferred vendor for these services.

NOW THEREFORE, BE IT RESOLVED that the President of the Board of Supervisors be and is hereby authorized and directed to execute said Agreement for and on behalf of the County of San Mateo, and the Clerk of this Board shall attest the President's signature thereto.

BE IT FURTHER RESOLVED that the Director of the Office of Sustainability, or the Director's designee is authorized to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or

modify the contract terms and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

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