

**RESOLUTION NO. \_\_\_\_\_**

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

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**RESOLUTION AUTHORIZING AN AGREEMENT WITH CARTWRIGHT DESIGN STUDIO TO PROVIDE ON-CALL GRAPHIC DESIGN AND WEBSITE SERVICES FOR THE TERM OF JUNE 25, 2024 TO JUNE 24, 2027 FOR AN AMOUNT NOT TO EXCEED \$300,000.**

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

**WHEREAS**, the Sustainability Department requires on-call graphic design and general creative services and website services in order to promote and convey information to community stakeholders, partners, targeted audiences, and the general public; and

**WHEREAS**, in December 2023, the Sustainability Department issued a Request for Proposals (RFP) for procuring these services and received 14 proposals, 11 of which were screened for review; and

**WHEREAS**, Cartwright Design Studio was determined by the RFP evaluation committee to provide the best value to the County and this Board has determined that this vendor should be selected as the vendor for these services; and

**WHEREAS**, a form of agreement pursuant to which Cartwright Design Studio will provide services to the County for an amount not to exceed \$300,000 for the term of

June 25, 2024 through June 24, 2027 has been presented to this Board, which the Board has examined as to form and substance and this Board desires to enter into the agreement.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the President of the Board of Supervisors be and is hereby authorized and directed to execute the Agreement with Cartwright Design Studio for an amount not to exceed \$300,000 and a term of June 25, 2024 to June 24, 2027 and the Clerk of the Board shall attest the President's signature thereto.

**BE IT FURTHER RESOLVED** that the Director of the Sustainability Department, 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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