



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY MANAGER: OFFICE OF SUSTAINABILITY

**File #:** 19-618

Board Meeting Date: 6/25/2019

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Jim Eggemeyer, Director, Office of Sustainability  
**Subject:** Agreement with Cartwright Design Studio for Graphic Design and Creative Services

**RECOMMENDATION:**

Adopt a 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.

**BACKGROUND:**

The Office of Sustainability (OOS) has historically had on-call graphic design services. The last contract spanned 2015 to 2018 and recently expired. Therefore, in December 2018, the OOS issued a Request for Proposals for on-call graphic design services. The OOS received thirteen proposals, of which four were screened for interviews. Cartwright Design Studio provided the most responsive proposal and interview and has been selected as the preferred vendor for these services.

**DISCUSSION:**

The OOS requires on-call graphic design and creative services to develop marketing and informational materials, website design, and branding guidelines. All OOS programs and projects have access to these services.

County Counsel has reviewed and approved the resolution and agreement as to form.

Approval of the resolution contributes to the Shared Vision 2025 outcome of an environmentally conscious community by supporting the OOS mission of increasing awareness of the available information and resources and promoting behavioral changes that benefit our natural and built environment.

**FISCAL IMPACT:**

Funds for this agreement will be drawn from a combination of reimbursable State and grant funding and Net County Cost and are included in the Office's FY 2018-19 Adopted Budget and the FY 2019-21 Recommended Budgets.