

**TEMECULA COMMUNITY SERVICES DISTRICT  
AGENDA REPORT**

**TO:** General Manager/Board of Directors

**FROM:** Kevin Hawkins, Director of Community Services

**DATE:** November 12, 2019

**SUBJECT:** Approve Second Amendment to Agreement with Advantage Mailing, LLC for Printing Services

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**PREPARED BY:** Tracy Masters, Community Services Manager

**RECOMMENDATION:** That the Board of Directors approve the Second Amendment to the Agreement with Advantage Mailing, LLC for an additional two-year term and increase the total agreement amount by \$120,000.

**BACKGROUND:** The City of Temecula Community Services Department provides the residents of Temecula with a bi-annual printed activity guide that offers information about the leisure, cultural and educational activities offered by the Community Services Department. This brochure serves as the Department's primary marketing tool.

Based upon the vendor's successful performance during the three year agreement period, staff is recommending the extension of the current agreement by two years to print an additional five editions of the activity guide.

**FISCAL IMPACT:** The additional \$120,000 brings the total authorized agreement amount to \$239,078.30 for the full five-year term of the agreement. The \$48,000 necessary for the current fiscal year is available in the Community Services Department Fiscal Year 2019-20 Annual Operating Budget. Future years' funding will be requested through the annual operating budget process.

**ATTACHMENTS:** Second Amendment