



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

Item No. _____

FROM: City Administrator

SUBJECT: Authorization to Issue a Request for Quote (RFQ) for Professional Writing, Layout and Design, and Publishing Services for the City of Commerce History Book

MEETING DATE: October 18, 2016

RECOMMENDATION:

Authorize staff to issue a Request for Quote (RFQ) for Professional Writing, Layout and Design, and Publishing Services for the City of Commerce History Book.

BACKGROUND:

The City of Commerce published an Enterprising Heritage book in 1991, which was a history book filled with historical photos, stories of their events and the inception of the City's foundation. The City would like to create a Part II of this history book to cover the next 25 years starting from the year 1992.

The City is seeking a professional writing service that will include the research, writing and editing, layout and design, and the publishing of this history book.

FISCAL IMPACT:

This activity can be carried out without additional impact on the current operating budget. If necessary, additional expenditures for this project will be requested at midyear.

RELATIONSHIP TO 2012 STRATEGIC GOALS:

The issue before the Council is applicable to the following strategic goal of the Council: "Protect and Enhance Quality of Life in the City of Commerce."

ALTERNATIVES:

1. Provide further direction to staff

Recommended and prepared by: Beatriz Sarmiento, Director of Library Services

Reviewed by: Vilko Domic, Finance Director

Approved as to form: Eduardo Olivo, City Attorney

Respectfully submitted: Jorge Rifá, City Administrator

ATTACHMENT:

1. RFQ