


Stanwood Camano School District

TO : BOARD OF DIRECTORS
FROM : GARY PLATT, EXEC. DIRECTOR – BUSINESS SERVICES 
SUBJECT : ESD 112 INTERLOCAL AGREEMENT FOR
PROJECT/BOND COMMUNICATIONS PLANNING
SERVICES – TASK ORDER #6
DATE : MAY 3, 2016
TYPE : ACTION NEEDED

Attached is the Construction Management Support and Assistance contract amendment #6 with Educational Service District 112, Construction Services Group (CSG). Services provided under the contract amendment will include technical assistance to school district staff in the area of bond communication planning.

During the May 20, 2014, board meeting the master contract with Educational Service District 112/CSG was approved. Amendments (task orders) to the master contract describe the specific services to be provided. The fee estimates are on a “not to exceed” basis.

Recommendation:

We recommend the board **move to approve the Bond Communications Planning Task Order #6 with Educational Service District 112/CSG as attached.**



Specialists in School Buildings

TASK ORDER # 6

**INTER-GOVERNMENTAL AGREEMENT FOR
Bond Communications Planning**

Between

**EDUCATIONAL SERVICE DISTRICT 112
through its Construction Services Group (CSG)
(hereinafter referred to as ESD 112)
2500 NE 65th Avenue
Vancouver WA 98661-6812
and
STANWOOD-CAMANO SCHOOL DISTRICT #401
(hereinafter referred to as the District)
26920 Pioneer Hwy.
Stanwood, WA 98292**

In consideration of the terms and conditions of the original agreement, ESD 112 and the District do mutually agree that the Agreement is amended by adding the following task(s):

Task	Scope	Fees
"Brand" the informational campaign	Design includes visuals of local kids, tagline, key messages, brand banner and icons	\$1,280.00
Web Page - Dedicated to the Bond	CSG to create bond button for website. District to maintain and update with current bond data	\$80.00
Social Media - Facebook	CSG to create page and add design visuals, add initial content and work with the district to create editorial calendar for future content. District to add future content, including photos and posts	\$800.00
Bond Facts Brochure/Mailer - Draft - Finalize by August 15	CSG to design, write, edit and produce. Use as a handout for parents, staff, community and business leaders, community boards members, put in newsletter, share at school events, mail to patrons and post on website and social media sites. (11x17 folded depending on amount of content may have 8.5x11 insert)	\$2,400.00
Video Production	Use video to "tell a story" Interviews with students and community, and graphic visuals. Post on website and use at presentations.	\$1500-3500.00

Fees are on a "Not to Exceed" basis. The fees quoted above in section 5.1 are fees calculated to represent the most the district will pay for the defined scope of work.

Compensation will be on a time-and-materials basis in accordance with paragraph 5.1.1 of the Contract Amendment signed and dated November 12, 2014.



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Estimated Printing/Shipping Cost - Bond Facts Brochure – see attached quotes. Quotes based on 20,000 brochures, 60# paper; two - 11 x 17 sheets; folded & tabbed. Cost to ship brochures to the district approximately \$30 per box (20-25 boxes). Cost is based on weight and may increase or decrease.

Additional Services. Should any services beyond the scope of this agreement be requested by the district or required of the ESD, the ESD and the District will negotiate an amount to be included in a contract addendum, at rates consistent with those to this agreement, or as may have been adjusted by the time of a new scope engagement, if any.

This Task Order shall not affect other terms, conditions or applications of the original Agreement.

EDUCATIONAL SERVICE DISTRICT 112

STANWOOD-CAMANO SCHOOL DISTRICT

Superintendent or Designee

Superintendent or Designee

Date _____

Date _____

PLEASE SIGN, DATE, AND RETURN TWO COPIES OF THIS AGREEMENT to Pat Cunningham at CSG/ESD 112. A countersigned copy will be returned to you.