

## County Of Marin

## DEPARTMENT OF PARKS AND OPEN SPACE

3501 CIVIC CENTER DRIVE, SUITE 260, SAN RAFAEL, CA. 94903 415/499-6387 - FAX 415/499-3795

September 14, 2010

Board of Directors
Marin County Open Space District
3501 Civic Center Drive
San Rafael, California 94903

SUBJECT: JULY AND AUGUST 2010 CONTRACTS AND PURCHASES REPORT

Dear Board Members:

## RECOMMENDATION:

1. Information item: Receive Report.

**SUMMARY**: The California Public Resources Code (PRC) is the state law by which the Open Space District operates. Pursuant to the PRC, the general manager is authorized to enter into contracts for professional services and the purchase of goods, trades and services for non-construction projects that are less than \$10,000. The PRC also requires the general manager to report such expenditures to the Board of Directors. The general manager approved the following expenditures during the months of July and August 2010.

MONTH	MERIT NO.	PURPOSE	CONTRACTOR	TERM OF CONTRACT	SOURCE OF FUNDING	MAXIMUM CONTRACT AMOUNT
July	10020448	Design newsletter and website	Conscious Creative	7/23/10- 12/31/10	20600	\$5,500
August	10020546	Boundary survey to support vegetation management project	F3 & Associates	8/4/10- 11/30/10	20600	\$6,600
August	10020610	Record of survey - Horse Hill	F3 & Associates	8/19/10- 11/30/10	20600	\$4,720
August	10020737	Fall 2010 Newsletter	Paragraphics Inc.	N/A	20600	\$958
August	10016035	Map printing	Blue Print Service Co., Inc.	N/A	20600	\$4,790
TOTAL		1				\$22,568

Administrative Services Technician Amy Zhuang is the principal author of this report.

Respectfully submitted,

Ronald Miska Deputy Director

attachment RM:kbl

cc: Lisa DeCarlo

Parks and Open Space Commission