

Title: Reusable Tote	Item No. _____
Meeting date: May 5, 2009	
Agendized by: Sibyl Buchanan	
Contact person: Sibyl Buchanan	Phone number: 310-448-4633
Committee Vote (if appropriate): Does this item have a fiscal impact on the Neighborhood Council? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Additional documents attached? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

RECOMMENDATION:

Recommend that the NCWP Board approve the expenditure of not-to-exceed \$4,500 for 2,000 tote bags at the cost of \$1.69 each plus shipping/handling and tax.

BACKGROUND:

The grocery tote is a practical give-away item made of recyclable woven polypropylene, which has won various product awards including “Best Green Product.” The totes lie flat, therefore, easy to transport to and from outreach events, simple to store, and environmentally friendly. The bag size is 12” W x 12”H x full 8” gusset, 18” wrap-around carry straps, hard plastic bottom insert, tear resistant, water repellent, and all seams are reinforced.

DISCUSSION:

The bags will be a give-away used at various events, including, but not limited to, ChamberFest, WPEF Expo and the Fourth of July Parade. This is a reusable product that will provide long-lived exposure in the community. I recommend we order in blue with NCWP’s logo, website, tag line and the communities we represent imprinted in white.

FISCAL ANALYSIS:

The proposed motion is for a not-to-exceed expenditure of \$4,500 to be paid from the approved 2008-2009 budget from the outreach category. This amount is within the approved budget for the July 1, 2008 to June 30, 2009 year. The breakdown of the costs are 2,000 pieces @ \$1.69 each, for a subtotal of \$3,380, plus \$278.85 for Freight, \$225 for Sales Tax, and \$225 for Handling, totaling the expenditure at \$4,108.85.

MOTION:

That the Neighborhood Council:

Authorize the expenditure of not-to-exceed \$4,500 to be paid to Kitchen Fresh (approved vendor) for 2,000 totes to be used as a promotional give-away at outreach events. (A sample of the product will be available at the Budget & Finance and Board meetings).