



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA**

1. Agenda Item Number:

24

2. Council Meeting Date:  
November 8, 2007

TO: **MAYOR & COUNCIL**

3. Date Prepared: September 21, 2007

THROUGH: **CITY MANAGER**

4. Requesting Department: Communications & Public Affairs

5. **SUBJECT:** Extend Contract No. PI4-962-2136 for Spanish Translation Services with Topete/Stonefield Inc, HispanoAmerican Communications and Spanish Media Services in an amount not to exceed \$30,000.

6. **RECOMMENDATION:** Recommend extending Contract No. PI4-962-2136 for Spanish Translation Services with Topete/Stonefield, Inc., HispanoAmerican Communications and Spanish Media Services in an amount not to exceed \$30,000 for one-year.

7. **HISTORICAL BACKGROUND/DISCUSSION:** The purpose of this contract is to provide written translation services of various materials provided by the City from English to Spanish. These materials may include but are not limited to newsletters, brochures, flyers, announcements, video scripts, web site text, and other official municipal communication items. These translations are on an as-needed basis. The translation of a four-page citizen newsletter (City Scope) is required on a monthly basis.

8. **EVALUATION PROCESS:** In December 2005, the City extended a one-year contract to Topete/Stonefield Inc, HispanoAmerican Communications, and Spanish Media Services with three one-year optional renewals to provide Spanish Translation Services. Staff is recommending extension for a final year. The existing companies have provided excellent service to the City during the current contract term and have agreed to the one-year extension.

9. **FINANCIAL IMPLICATIONS:** Funds for this project have been appropriated in account 101.1070.0000.5219 Other Professional/Contract Services.

10. **PROPOSED MOTION:** Move to extend contract for Spanish Translation Services with Topete/Stonefield Inc, HispanoAmerican Communications, and Spanish Media Services in an amount not to exceed \$30,000.

**APPROVALS**

11. Requesting Department

*Margaret Coulter*  
Margaret Coulter

12. Department Head

*Nachie Marquez*  
Nachie Marquez, CAPA Director

13. Procurement Officer

*Sharon Brause*  
Sharon Brause CPPB

14. City Manager

*W. Mark Pentz*  
W. Mark Pentz

AMENDMENT NUMBER 3,  
TO AGREEMENT BETWEEN THE CITY OF CHANDLER AND  
TOPETE/STONEFIELD INC  
FOR  
SPANISH TRANSLATION SERVICES; Proposal No. PI5-961-2136

This Amendment #3 to that certain Agreement Between the City Of Chandler (CITY) and Topete/Stonefield Inc. (CONTRACTOR) for Spanish Translation Services dated December 30, 2004 and is entered into this \_\_\_\_ day of \_\_\_\_\_, 2007.

WHEREAS;

NOW THEREFORE, the parties agree as follows:

1. Section 1 is hereby amended as follows: The agreement is extended for the fourth one-year option for the period January 1, 2008 – December 31, 2008.
2. Section IV is hereby amended to be entitled "Section IV – Charges". The first sentence of Section IV is amended to read: "The City and the Contractor agree to the following charges:"
3. Section V is hereby amended as follows: For and in consideration of the performance of the work herein as set forth in the contract documents, which are part hereof and in accordance with the direction of the City of Chandler, the City of Chandler agrees to pay the Contractor per the pricing schedule listed in Section IV as amended herein in an amount not to exceed a total contract amount of \$30,000 for the period from January 1, 2008 through December 31, 2008.
4. All other terms and conditions of the above referenced Agreement shall remain unchanged and in full force and effect. All terms and conditions in the original Agreement not specifically amended herein shall be incorporated by reference in its entirety and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names this \_\_\_\_ day of \_\_\_\_\_, 2007.

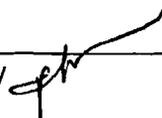
CITY OF CHANDLER:

By: \_\_\_\_\_  
City Manager/designee

CONSULTANT:

By:   
Title: PRESIDENT & CEO

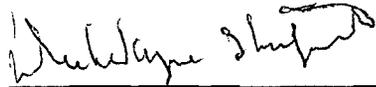
APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney 

ATTEST:

\_\_\_\_\_  
City Clerk

ATTEST: (If corporation)

  
\_\_\_\_\_  
Secretary

WITNESS: (If individual or Partnership)

\_\_\_\_\_  
[SEAL]

AMENDMENT NUMBER 3,  
TO AGREEMENT BETWEEN THE CITY OF CHANDLER AND  
SPANISH MEDIA SERVICES  
FOR  
SPANISH TRANSLATION SERVICES; Proposal No. PI5-961-2136

This Amendment #3 to that certain Agreement Between the City Of Chandler (CITY) and **Spanish Media Services (CONTRACTOR)** for Spanish Translation Services dated December 30, 2004 and is entered into this 10 day of September, 2007.

WHEREAS;

NOW THEREFORE, the parties agree as follows:

1. Section 1 is hereby amended as follows: The agreement is extended for the fourth one-year option for the period January 1, 2008 – December 31, 2008.
2. Section IV is hereby amended to be entitled "Section IV – Charges". The first sentence of Section IV is amended to read: "The City and the Contractor agree to the following charges:"
3. Section V is hereby amended as follows: For and in consideration of the performance of the work herein as set forth in the contract documents, which are part hereof and in accordance with the direction of the City of Chandler, the City of Chandler agrees to pay the Contractor per the pricing schedule listed in Section IV as amended herein in an amount not to exceed a total contract amount of \$30,000 for the period from January 1, 2008 through December 31, 2008.
4. All other terms and conditions of the above referenced Agreement shall remain unchanged and in full force and effect. All terms and conditions in the original Agreement not specifically amended herein shall be incorporated by reference in its entirety and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

CITY OF CHANDLER:

By: \_\_\_\_\_  
City Manager/designee

CONSULTANT:

By: [Signature]  
Title: President/CEO

APPROVED AS TO FORM:

City Attorney, [Signature]

ATTEST: (If corporation)

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
City Clerk

WITNESS: (If individual or Partnership)

[Signature]

[SEAL]

AMENDMENT NUMBER THREE,  
TO AGREEMENT BETWEEN THE CITY OF CHANDLER AND  
HISPANO AMERICAN COMMUNICATIONS

for  
SPANISH TRANSLATION SERVICES; Proposal No. PI5-961-2136

This Amendment #3 to that certain Agreement Between the City Of Chandler (CITY) and **HispanoAmerican Communications** (CONTRACTOR) for Spanish Translation Services dated December 30, 2004 and is entered into this 14<sup>th</sup> day of September, 2007.

WHEREAS;

NOW THEREFORE, the parties agree as follows:

1. Section I is hereby amended as follows: The agreement is extended for the fourth one-year option for the period January 1, 2008 – December 31, 2008.
2. Section IV is hereby amended to be entitled "Section IV – Charges". The first sentence of Section IV is amended to read: "The City and the Contractor agree to the following charges:"
3. Section V is hereby amended as follows: For and in consideration of the performance of the work herein as set forth in the contract documents, which are part hereof and in accordance with the direction of the City of Chandler, the City of Chandler agrees to pay the Contractor per the pricing schedule listed in Section IV as amended herein in an amount not to exceed a total contract amount of \$30,000 for the period from January 1, 2008 through December 31, 2008.
4. All other terms and conditions of the above referenced Agreement shall remain unchanged and in full force and effect. All terms and conditions in the original Agreement not specifically amended herein shall be incorporated by reference in its entirety and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

CITY OF CHANDLER:

By: \_\_\_\_\_  
City Manager/designee

CONSULTANT:

By: \_\_\_\_\_  
Title: President

APPROVED AS TO FORM:

City Attorney [Signature]

ATTEST: (If corporation)

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Secretary

WITNESS: (If individual or Partnership)

\_\_\_\_\_

[SEAL]