



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: A 21-363, **Version:** 1

a. Approve a retroactive agreement and authorize the County Administrative Officer, or his designee, to sign a retroactive Agreement with Mighty & Small LLC to provide branding and graphic design services for 2021 events, and the Laguna Seca Recreation Area facility as a whole, retroactive from February 25, 2021 through December 31, 2021, for an amount not to exceed \$60,000; and

b. Approve and authorize the County Administrative Officer, or his designee, to execute up to three (3) future amendments to this Agreement where the total amendments do not exceed 10% (\$6,000) of the agreement amount and do not significantly change the scope of work.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

a. Approve a retroactive agreement and authorize the County Administrative Officer, or his designee, to sign a retroactive Agreement with Mighty & Small LLC to provide branding and graphic design services for 2021 events, and the Laguna Seca Recreation Area facility as a whole, retroactive from February 25, 2021 through December 31, 2021, for an amount not to exceed \$60,000; and

b. Approve and authorize the County Administrative Officer, or his designee, to execute up to three (3) future amendments to this Agreement where the total amendments do not exceed 10% (\$6,000) of the agreement amount and do not significantly change the scope of work.

SUMMARY/DISCUSSION:

A&D Narigi Consulting, LLC requests retroactive approval of a 1-year agreement with Mighty & Small LLC. This request supports the use of Mighty & Small LLC to provide branding and graphic design services for the Laguna Seca Recreation Area. They will provide concept design and production of all digital and print collateral such as web banners, flyers, brochures, posters, tickets, event program covers, signage, magnets, stickers, t-shirt art, event ads, etc. for events, sponsors and the facility in general.

Retroactive approval is sought because A&D began using the vendor prior to contract approval by the County.

OTHER AGENCY INVOLVEMENT:

The Office of County Counsel has reviewed and approved the Agreement as to form.

FINANCING:

The agreement with Mighty & Small LLC will be funded through Fund 453 Laguna Seca Budget Unit 8536. Funding for the Agreement is included in the FY 2020-2021 Approved Budget. Approval of the recommended action will have no additional impact on the County General Fund.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The items included in this report relate to the Board of Supervisors Strategic Initiatives on Administration.

☐ Economic Development
☒ Administration
☐ Health & Human Services
☐ Infrastructure

____ Public Safety

Prepared by: Lavonne Chin, Administrative Operations Manager, ext. 7214

Approved by: Dewayne Woods, Assistant County Administrative Officer, ext. 5309

Attachments: Mighty & Small LLC Agreement with Exhibit A