



# CITY OF TARPON SPRINGS, FL

## PROCUREMENT SERVICES

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Fax (727) 937-1766

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### MEMORANDUM

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**TO:** Honorable Mayor and Board of Commissioners  
**FROM:** Jay Jackus, CPPO, CPPB, Procurement Services Director  
**DATE:** 01/09/2018  
**SUBJECT:** Award File No. 180072-N-JJ, Single Source Purchase of Legal and Promotional Advertising

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### RECOMMENDATION:

Award File No. 180072-N-JJ, Single Source Purchase of Legal and Promotional Advertising to the Tampa Bay Times for the period February 21, 2018 through February 20, 2019 in amount not to exceed \$100,000.00 for various City departments. Purchase orders will only be issued against approved budgets.

### BACKGROUND:

State Statute requires that legal advertising shall be advertised in a newspaper of general circulation in the county in which said municipality is located. The Tampa Bay Times is located in St. Petersburg, Pinellas County, Florida. The Tampa Bay Times also has the largest circulation of the newspapers published in Pinellas County and for this reason, promotional advertising is included. Approximately \$75,000 has been expended during the previous ten (10) months.

**FUNDING:** Funding will be identified as requirements arise.

Accepted by: \_\_\_\_\_ Attest: \_\_\_\_\_  
City Manager City Clerk