

Board of Park Commissioners Approval Form

PROJECT NAME: Fun Times brochure & postcard mail preparation and postage

PROJECT NUMBER: Change Order for P.O. 25121003

REQUEST

Scope of Work/Project Narrative:

Tandem (formerly Anthony Wayne Rehabilitation Center) currently holds the contract in the amount of \$60,360 for preparing (\$6,360) and mailing (postage \$54,000) the quarterly Fun Times brochure and postcards. They have held their price for mailing prep since 2022 and agreed to contract extensions through 2025. Postage (which is included in the contract), however, has increased 7 times since it was initiated, the latest increase being in July 2025. In order to complete the 2025 mailings, the postage needs to be increased to \$63,070, an increase of \$9,070.

Board Approval/Purpose:

We would like to request approval to increase P.O. 25121003 line 5322 in the amount of \$9,070.

The Fort Wayne Parks and Recreation and the Board of Park Commissioners, met to host their regularly scheduled monthly Board meeting on **September 11, 2025** to approve the above-referenced change order in the amount of **\$9,070**.

*We, the Board of Park Commissioners, on the date stated do **ATTEST**, sign to the above-referenced and attached documents, and approve as presented.*

Justin Shurley, President

Cory Miller, Vice-President

Richard Briley, Commissioner

Jenna Jauch, Commissioner

Steve McDaniel, Director, Board Secretary