

# NFR MPO

Jim - FY1

## FY03

### Spending Request Form

Today's Date: 12-10-02

Requested By: Anne Blair

Vendor Name/Company: (If you have never purchased anything from this vendor, please include the following: name, address, city & zip, taxpayer ID #, Fax #, contact name)

AT & T  
1221 W Elizabeth St  
FT Collins, Co

Vendor # 179753

Estimated Dollar Amount? \$ 2,004

What are you purchasing / purpose? 30 Second RADIO Advertising for  
DEC 2002 + JAN 2003

- Is this a Tangible Good or Service? (see guidelines below)     Good     Service
- Is this in the current year contract Scope-of-Work / Budget?     Yes     No (cannot purchase)
- Has this expense been pre-approved by CDOT (if necessary)     Yes     No (cannot purchase)

**Purchasing Guidelines:**

	Goods	Services
Attach written quotes (phone solicitation acceptable; note date, time, contact)	Under \$2,000	Under \$2,000
Must follow City of Ft. Collins Procurement Procedures - <u>see attached</u>	<u>\$2,000 - \$30,000</u>	\$2,000 - \$5,000
RFP process required	Over \$30,000	Over \$5,000

Is this a:     One-time Expense     Recurring expense (state frequency \_\_\_\_\_)

**Budget To Charge?**

- Admin
- Technical Support
- Policy & Programs
- Other (specify) 99503006.521300.0
- Public Participation - MPO/Transit
- Public Participation - Carpool/Vanpool
- VanGo

For Accounting Purposes Only: To Advertise VanGo Van POOLS in FT Collins

Comments / Notes: using 30 second commercials on LOCAL cable service PROVIDED by AT & T.

\* ORDERED under  
City of FT Collins contract with AT & T

Approved By: Vicky Malone    Date: \_\_\_\_\_

PO #: \_\_\_\_\_    Date: \_\_\_\_\_

Reg Order # 14821 12/12/02

# AGREEMENT

Primary Ref #: 20	New Client? NO	Contract file #	A.E. name Krista Maloney	Today's Date 12/10/02
Client Name & # <b>THE CITY OF FORT COLLINS</b>		8903	Billing: Custom Equal Standard X	Start Date 12/12/02
Agency Name & #		Status: Active or Hold X	Stop Date 12/29/02	Remarks
Rep Firm Name & #		Contract Type Standard / promo-psa / co-op X	Date Entered	TRANSPORTATION DEPARTMENT-PO#
Billing Address: P.O. BOX 580		Affidavit (notary) (no-notary) (none) Type	Entered By:	REVISION: DATE: 12/10/02 NEW ORDER: DATE: CANCELLATION: DATE:
FORT COLLINS CO. 90522-0580		Secondary Reference #	Make Goods Acceptable? YES	Schedule to follow Order is Attached COMP.
Send invoice to attention of: (if applicable) Ann Blair		Name of Package:	# of spots per order: 115	Zones: FORT COLLINS Order Approved:
Telephone: 221-6859	Product Category	Networks: SEE SCHEDULE	Total \$\$'s per order: \$1,002	



Line #	Network	Headend #	Week Type	Start Date	Stop Date	Days Authorized							Start Time	Stop Time	Total Spots	Unit Cost	Total \$'s Per Line	Spot Length	Ad Copy
						Mon	Tue	Wed	Thur	Fri	Sat	Sun							
																		F-ROTATE	
	1-CNN	20	N	12/12/02	12/15/02				X	X	X	X	1700	2400	18	\$14.00	252.00	30	VANRELAX
	3-USA	20	N	12/12/02	12/15/02				X	X	X	X	600	2400	30	\$6.00	180.00	30	VANSAVE
	18-FXNS	20	N	12/16/02	12/22/02	X	X	X	X	X	X	X	1700	2400	21	\$14.00	294.00	30	VANLAUREN 2+1
	25-WEA	20	N	12/23/02	12/29/02	X	X	X	X	X	X	X	600	2400	46	\$6.00	276.00	30	VANJIM 2+1
																		VANSUE 2+1 and	
																		VANRXLAUR 2+1	

PRODUCTION CHARGES: \$ \_\_\_\_\_ Additional

SPECIAL CONCERNS OR OBLIGATIONS:

FOR: \_\_\_\_\_

CLIENT TO SUPPLY OWN COMMERCIALS.

JAN	MAR	MAY	JUL	SEPT	NOV
FEB	APR	JUN	AUG	OCT	DEC

common on yogi/ AT&T media services/ blank agency contract

*Ann Blair*  
 AUTHORIZED BY ADVERTISER/AGENCY DATE  
*Krista Maloney* 12/10/02  
 AUTHORIZED BY CABLE/SYSTEM ADVERTISING DATE

By signing the above Advertiser/Agency agrees to the terms and conditions as set forth on reverse side.

**AGREEMENT**

Primary Ref #: 20	New Client? NO	Contract file #	A.E. name Krista Maloney	Today's Date 12/10/02
Client Name & #: THE CITY OF FORT COLLINS		8903	Billing: Custom Equal Standard X	Start Date 1/1/03
Agency Name & #:		Status: Active or Hold X	Stop Date 1/26/03	
Rep Firm Name & #:		Contract Type Standard / promo-psa / co-op X	Date Entered	
Billing Address: P.O. BOX 530		Affidavit (notary) (no-notary) (none) Type	Entered By:	
FORT COLLINS CO. 30522-0580		Secondary Reference #:	Make Goods Acceptable? YES	
Send invoice to attention of: (if applicable) Ann Blair		Name of Package:	# of spots per order: 1:5	
Telephone: 221-8859		Product Category	Networks: SEE SCHEDULE	
			Total \$\$\$ per order: \$1.002	



AT&T Media Services

Remarks  
 TRANSPORTATION DEPARTMENT-PC#  
 REVISION: DATE:  
 NEW ORDER: DATE: 12/10/02  
 CANCELLATION: DATE:  
 Schedule to Order is Additional Scr  
 follow COMP. Attached  
 Zones: FORT COLLINS  
 Order Approved:

Line #	Network	Headend #	Week Type	Start Date	Stop Date	Days Authorized							Start Time	Stop Time	Total Spots	Unit Cost	Total \$\$\$ Per Line	Spot Length	Ad Copy
						Mon	Tue	Wed	Thur	Fri	Sat	Sun							
																		F-ROTATE	
	1-CNN	20	N	1/1/03	1/5/03			X	X	X	X	X	1700	2400	18	\$14.00	252.00	30	VANRELAX
	3-USA	20	N	1/6/03	1/12/03	X	X		X	X	X	600	2400	30	\$6.00	180.00	30	VAN SAVE	
	18-FXNS	20	N	1/13/03	1/19/03	X	X	X	X	X	X	1700	2400	21	\$14.00	294.00	30	VANBILL 800	
	25-WEA	20	N	1/20/03	1/26/03	X	X	X	X	X	X	600	2400	46	\$6.00	276.00	30	VANJIM 800	
																		VANSUE 800	
																		VANLAUREN 800	

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 FOR: \_\_\_\_\_

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 CLIENT TO SUPPLY OWN COMMERCIALS.

JAN	MAR	MAY	JUL	SEPT	NOV
FEB	APR	JUN	AUG	OCT	DEC

*Ann Blair*  
 AUTHORIZED BY ADVERTISER AGENCY  
*Krista R. Maloney*  
 AUTHORIZED BY CABLE SYSTEM ADVERTISING  
 DATE: 12/10/02

common on yogi/ AT&T media services/ blank agency contract

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