

SPECIAL MEETING of the WYOMING BUSINESS COUNCIL BOARD OF DIRECTORS

Thursday, October 22, 2020 | 1:00 P.M. | via Zoom Webinar

Join the webinar here: <https://zoom.us/j/295704768>

Join by phone at 1-346-248-7799 or 1-669-900-6833

WPMA Notice: This Special Meeting of the Wyoming Business Council Board of Directors is called for the consideration of a Business Ready Communities grant and loan award to the City of Evanston, and for the consideration of an amendment to the contract with Warehouse Twenty One for COVID-19 business programs marketing.

1:00 p.m. CONVENE PUBLIC MEETING

- Pledge of Allegiance Video – *all panelists will be muted*
- Roll call of members present

1:10 p.m. COMMUNITY GRANT AND LOAN STANDING COMMITTEE – Chairwoman Erin Moore

- Review of BRC Allocation Plan and Budget – Economic Development Finance Manager Josh Keefe
- Community Development Manager Noelle Reed will present an application and staff recommendations on the following project:

BRC Applications Received September 1, 2020				
Applicant	Project	Type	Request	Staff Recommendation
Evanston, City of	Avalon Manufacturing Project Grant	Business Committed	\$ 3,000,000	\$ 3,000,000
Evanston, City of	Avalon Manufacturing Project Loan	Business Committed	\$ 1,109,607	\$ 1,109,607
Total Requests			\$ 4,109,607	\$ 4,109,607
Total Available BRC Funds				\$ 46,915,465
Funds remaining if awarded				\$ 42,805,858

- **ACTION ITEM:** Consideration of staff recommendations

1:40 p.m. AMENDMENT THREE to the Contract with Warehouse Twenty One

- Contract history, status, scope – Chief Strategy Officer Sarah Fitz-Gerald, Strategic Partnerships Director Ron Gullberg, Northwest Regional Director Amy Quick
 - **ACTION ITEM:** Consideration of staff recommendations

1:50 p.m. OTHER BOARD MATTERS and ADJOURNMENT

- **Standing Committees** will meet by teleconference this quarter during the week of November 2:
 - **Community Grant and Loan:** Tuesday, November 3 at 10:00 a.m. to 12:00 p.m.
 - **Personnel, Budget and Audit:** Wednesday, November 4 at 10:00 to 11:00 a.m.
 - **Business Contract and Loan:** Friday, November 6 at 10:00 to 11:00 a.m.
- **Next Regular Meeting of this Board:** December 9-10 via Webinar
 - Community Spotlight: Sundance

BRC Application and Financial Summary

Total available funds: \$46,915,465

Applications received for the September 1, 2020 Application cycle:

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Awards are contingent on the satisfactory execution and administration of previous grants or loans by an applicant. Other contingencies, if any, are defined in the project descriptions. The office of the Attorney General conducts a review of applications that are Business Committed, that have a loan component, or any extenuating circumstances.

Allocation Plan

Q2 FY20 Allocation

BRC Project Types	Priorities	% of Allocation	Q2 Allocation Available
Business Committed	High	45%	\$ 3,016,123
Community Development	Medium	54%	\$ 3,619,193
Planning	Low	1%	\$ 67,022
			\$ 6,702,338

City of Evanston
Avalon International Aluminum

Business Committed Application

\$3,000,000 Grant Request
\$1,109,607 Loan Request
\$500,000 Cash Match
\$4,609,607 Total Project Costs

Project Description

The City of Evanston is requesting a \$3,000,000 grant and \$1,109,607 loan combination to construct a 60,000-sf manufacturing plant and site development for Avalon International Aluminum. Avalon is an interior aluminum door frame manufacturer completely relocating from Oregon. Part of their interest in relocating is expanding into a larger facility that is closer to both their suppliers and customers in Texas and the Rocky Mountain region. Evanston and Wyoming were of interest because of the more conservative and tax-friendly environment.

The City is proposing constructing the facility on a 3.684-acre site in Evanston's city-owned Union Center Business Park. The new facility will



feature fabrication, packaging, painting and supply areas, docking bays, offices, meeting and break rooms, as well as the customary restrooms, utility closets/storage chambers, HVAC and sprinkler system, and lighting and ceiling fixtures.

This project will also further enhance the Business Park and the adjacent 20 acres to the parcel, which can then be marketed for further business expansion opportunities.

Community and Economic Benefits

Avalon's presence in the community will help to further diversify and stabilize their economy, which has historically been based on two economic sectors – energy and healthcare. Evanston anticipates significant job losses in the coming years with the closing of the Westmoreland coal mine and PacifiCorp power plant. Furthermore, the community expects slower job growth within their healthcare industry. Evanston Regional Hospital's parent company recently filed for bankruptcy, and while the newly built

state hospital is scheduled to open either later this year or in 2021, they have stated employment numbers will remain the same.

Currently the manufacturing sector accounts for only 4 percent of the civilian workforce in this region and a targeted industry study completed in 2019 specifically identifies the need for further development in the manufacturing sector.

Strategic Value Proposition

This project will help further the State's economic strategic plan by recruiting a manufacturing company to the State. Additionally, this project helps Evanston activate a new economic sector within their region.

The community has a 2010 Community Vision Master Plan that references the Development Park, diversification, and growth in manufacturing sector. The community has also recently completed a 2019 Regional Targeted Industry Implementation Plan. This project corresponds with this plan in that it further develops and differentiates the community's manufacturing industry portfolio.

The Business

Avalon has been a leader in the production and fabrication of aluminum door frames, sidelights/borrowed lights, and other glazing components for over 30 years. Their products are utilized in the interior construction of commercial office spaces, hospitals and educational facilities. Avalon's chief customers include tenant improvement contractors, hardware houses, glass houses, general contractors and major developers.

The company was purchased by Rick and Baron Carleton in January 2016. Since that time, Avalon has grown from a \$.6 million in sales to over \$2 million in 2019. Furthermore, they have a confirmed backlog of another \$1 million in product ready to ship.

The company anticipates creating 60 new jobs within 5 years with those jobs averaging \$30.53/hour, which is well above Uinta County's median wages at \$19.49/hour (*March 2020*). The company will also provide benefits averaging \$3-\$4/hour.

Revenue Recapture Plan

The revenue will be recaptured through lease payments by Avalon. This rent revenue to the City of Evanston will be initially used to repay the loan amount over a 10-year term at a 2% interest rate, which totals \$1,223,495. If the project is sold, the loan will be repaid in its entirety, and 25 percent of the grant amount (\$750,000) will be reimbursed the BRC fund. It is anticipated that the project will be sold at the end of the fifth year of operation.

The remaining recaptured funds (75% of grant amount) will be placed in a specified Economic Development account to be used for grant matching funds, commercial and/or industrial land acquisition, infrastructure/building development, and other economic development projects.

Funding Sources and Uses

The requested proposal includes a \$3,000,000 BRC grant and \$1,109,607 BRC loan. This will be matched with a \$500,000 cash match from the committed business.

Other funds and expenses include the City's contribution of sewer upgrades (approximately \$500,000 worth of infrastructure) and the property valued at \$130,000. Avalon will also be contributing \$775,000 in ineligible equipment costs, \$260,000 in moving expenses, \$40,000 in site/building engineering costs, and plans to contribute building materials estimated between \$100,000 - \$250,000.

Sources	
BRC Grant	\$ 3,000,000
BRC Loan	\$ 1,109,607
Cash Match	\$ 500,000
Total eligible project cost	\$ 4,609,607
BRC % of total eligible project costs	89%
Local % of total eligible project costs	11%
Uses	
Non-Construction Costs	
Architectural and Engineering fees	\$ 291,907
Project inspection fees	\$ 17,700
Construction Costs	
Site work	\$ 800,000
Substructure/Superstructure	\$ 1,610,000
<i>Building Components:</i>	
Electrical Systems	\$ 100,000
Mechanical, plumbing, HVAC systems	\$ 150,000
Foundation and/or Structural Framing system	\$ 820,000
Interior Finishes	\$ 330,000
Fire Protection	\$ 90,000
Contingencies (10%)	\$ 400,000
Total Uses	\$ 4,609,607

Loan Terms

The City is requesting a \$1,109,607 loan. Below are the details of their proposal.

Avalon Aluminum (Evanston)				
Annual Interest Rate	2.00%	Year 1 Interest Only	\$22,192	
Years	9			
Payments per Year	1			
Loan Amount	\$ 1,109,607.00			
Payment Number	Payment	Principal	Interest	Loan Balance
1	(\$135,943.99)	(\$113,751.85)	(\$22,192.14)	\$ 995,855.15
2	(\$135,943.99)	(\$116,026.88)	(\$19,917.10)	\$ 879,828.27
3	(\$135,943.99)	(\$118,347.42)	(\$17,596.57)	\$ 761,480.85
4	(\$135,943.99)	(\$120,714.37)	(\$15,229.62)	\$ 640,766.48
5	(\$135,943.99)	(\$123,128.66)	(\$12,815.33)	\$ 517,637.82
6	(\$135,943.99)	(\$125,591.23)	(\$10,352.76)	\$ 392,046.59
7	(\$135,943.99)	(\$128,103.06)	(\$7,840.93)	\$ 263,943.53
8	(\$135,943.99)	(\$130,665.12)	(\$5,278.87)	\$ 133,278.42
9	(\$135,943.99)	(\$133,278.42)	(\$2,665.57)	\$ -
TOTAL	(\$1,223,495.88)	(\$1,109,607.00)	(\$113,888.88)	

Performance Measure Chart

	Avalon Manufacturing Facility Business Committed Project				
Project Budget	Projected Grant Expenditure Schedule				
	Description	BRC Grant	Match		Total
	Non-Construction Costs	\$ 276,024	BRC Loan	Cash - Avalon	
			\$ -	\$ 33,583	\$ 309,607
	Construction Costs	\$2,723,976	\$ 1,109,607	\$ 466,417	\$ 4,300,000
	Total Project Cost	\$3,000,000	\$ 1,109,607	\$ 500,000	\$ 4,609,607
	Percentage BRC of all cash:		89%		
Performance Measures	Measure	Quantity		Notes	
	Businesses Assisted	1		Avalon International Aluminum	
	Additional Investment	\$ 775,000		Equipment Costs	
	Loan Repayment	\$ 1,223,495.88		\$1.109 million loan, \$113,888 interest.	
	Revenue Recapture	\$ 750,000.00		25% recapture of grant funds.	
	County Median Wage	\$ 19.49		Wyoming Occupational Employment & Wages March 2020 report.	
	Median Wage of Jobs Created	\$ 30.53			
	Jobs to be Created (5 Year Projection)	60			
Return on Investment Performance Measures	Estimated Cap Ex Year One	\$ 1,033,946		Direct Payroll	
	Estimated Cap Ex Year Two	\$ 1,216,407			
	Estimated Cap Ex Year Three	\$ 1,824,610			
	Estimated Cap Ex Year Four	\$ 2,432,814			
	Estimated Cap Ex Year Five	\$ 3,101,837			
	Estimated Payroll Increase Year One	0%		All new payroll	
	Estimated Payroll Increase Year Two	8%			
	Estimated Payroll Increase Year Three	8%			
	Estimated Payroll Increase Year Four	8%			
	Estimated Payroll Increase Year Five	9%			
	Estimated Taxible Sales Year One	\$ 136,478		State Sales Tax	
	Estimated Taxible Sales Year Two	\$ 19,582			
	Estimated Taxible Sales Year Three	\$ 29,372			
	Estimated Taxible Sales Year Four	\$ 39,163			
	Estimated Taxible Sales Year Five	\$ 49,933			
Project Infrastructure	Acres Developed	3.684-acres		Site in Union Center Business Park.	
	New Building Construction	60,000 square-feet		Manufacturing facility including office, storage, painting, packaging, supply areas and docking bays.	
	Water	250 lineal-feet		Water tie-in to facility	
	Sewer	2,200 lineal-feet		Sewer extension to facility paid by city \$500,000.	

Staff Recommendation

Staff recommends funding as requested.

Attorney General Opinion

Pending.



UINTA B.O.C.E.S. #1
Uinta County School District #1
Western Wyoming Community College
Evanston Campus

1013 W. Cheyenne Drive, Suite A
Evanston, WY 82930
P: 307.789.5742 | F:
307.789.7975
www.uintaeducation.org

October 5, 2020

To Wyoming Business Council:

Uinta B.O.C.E.S. #1 is pleased to write a letter of support for the grant proposal from the City of Evanston to the Wyoming Business Council.

This funding for the City of Evanston will greatly benefit our community as a whole. Uinta B.O.C.E.S. #1 has been a partner of Evanston, Wyoming for several events, programs and years and we look forward to our continued partnership. As an educational facility, it is imperative that quality training and education are present in our hometown to help community businesses thrive and prosper to spur economic growth. We fully support implementing a training program for our community.

Uinta B.O.C.E.S. #1 understands this funding will help our community succeed. We will also work to help provide training needed for Avalon to the best of our ability. These trainings may include estimating, CNC operations, welding, and basic math skills. If possible, we try and bring any training opportunities needed to help all businesses in our community when there is a community need.

Uinta B.O.C.E.S. #1 will work closely with Western Wyoming Community College – Evanston Campus to continually bring necessary training programs. Both organization have similar education goals and look to increase the overall knowledge and opportunity available in our community. We look forward to the many additional workforce opportunities this funding will bring our area.

Please accept this letter as evidence of our support of this proposal. Uinta B.O.C.E.S. #1 is pleased to continue a relationship with Evanston, Wyoming and work toward common goals.

Thank you for your consideration.

Sincerely,

Michael A. Williams, Executive Director
Uinta B.O.C.E.S. #1



1600 Union Road / PO Box 1342
Evanston, WY 82930
www.cleanenergyfuels.com

October 15, 2020

City of Evanston
1200 Main Street
Evanston, WY.

Attention: Rocco O'Neill, Director – Community and Economic Development

Re: Avalon International Aluminum

Mr. Rocco O'Neill

Thank you for soliciting our input on having Avalon in our business community. Clean Energy is located at 1600 Union Road which is adjacent to the property being proposed for Avalon and we support the plan to have Avalon next to us.

We especially like the fact they will be providing a powder coating service. Currently we are forced to send our parts to Salt Lake City for powder coating which is logistically challenging and expensive.

Avalon would be an asset to Evanston and we strongly support this proposal.

Best of Luck

Yours truly,

Brian Powers

General Manager, Clean Energy Cryogenics

bpowers@cleanenergyfuels.com

949 437 1190 (direct)

562 708 0719 (cell)

October 15, 2020

Rocco O'Neill
Director – Community and Economic Development
City of Evanston, Wyoming

Re: Avalon

Dear Rocco,

Mitsubishi Chemical Carbon Fiber and Composites strives to be a community-oriented company (i.e. the concept of “Kaiteki” is in the core our business) and we enjoy working with Evanston’s Community and Economic Development Team to expand the local economy in order to build a better future for all of us.

Expansions tend to be bumpy, and we understand that there are pros and cons (i.e. competition for employees) along the way. But when it comes to market driven economies, the pros of growth are undeniable and we are encouraged by Evanston’s ability to attract new businesses, which enhances our community via additional services, products, and tax base.

Overall, MCCFC is supportive of expanding the manufacturing base both in Uinta County and the state of Wyoming as we believe this will give us a larger base from which to draw employees as well as improve our ability for local sourcing.

Respectfully,



Martin Kokoshka
Director of Operations
Evanston Plant
Mitsubishi Chemical Carbon Fiber and Composites

**AMENDMENT THREE TO THE CONTRACT BETWEEN
WYOMING BUSINESS COUNCIL
AND
WAREHOUSE TWENTY ONE, INC.**

1. **Parties.** This Amendment is made and entered into by and between the Wyoming Business Council (Council), whose address is: 214 West 15th Street, Cheyenne, WY 82002 and Warehouse Twenty One, Inc, (Contractor), whose address is: 822 W 23rd Street, Cheyenne, Wyoming 82001.
2. **Purpose of Amendment.** This Amendment shall constitute the third amendment to the Contract between the Council and the Contractor. The purpose of this Amendment is to a) increase the total Contract dollar amount by eighty-eight thousand dollars (\$88,000.00) to two hundred thirty-three thousand dollars (\$233,000.00); and b) amend the Responsibilities of the Contractor.

The original Contract, July 20, 2020, required the Contractor to assist with the implementation of a comprehensive public relations and outreach program for the Business Relief Programs for a total Contract amount of forty-four thousand, nine hundred seventeen dollars (\$44,917.00) with an expiration date of July 31, 2020.

Amendment One, dated July 29, 2020, amended the original Contract to: a) increase the total Contract dollar amount by fifty thousand, eight hundred thirty-three dollars (\$50,833.00) to ninety-five thousand, seven hundred fifty dollars (\$95,750.00); b) extend the term of the Contract through December 31, 2020; and c) amend the responsibilities of the Contractor by incorporating Attachment C, Supplemental Scope of Work, into the original Contract.

Amendment Two, dated October 9, 2020, amended the Contract to: a) increase the total contract dollar amount by forty-nine thousand, two hundred fifty dollars (\$49,250.00) to one hundred forty-five thousand dollars (\$145,000.00).

3. **Term of the Amendment.** This Amendment shall commence on date the last required signature is affixed hereto, (Effective Date), and shall remain in full force and effect through the term of the Contract, as amended, unless terminated at an earlier date pursuant to the provisions of the Contract, or pursuant to federal or state statute, rule, or regulation.
4. **Amendments.**
 - A. The second sentence of Section 4(A) of the original Contract is hereby amended to read as follows:

“The total payment under this Contract shall not exceed to two-hundred thirty-three thousand dollars (\$233,000.00).

5. **Amended Responsibilities of the Contractor.**

Responsibilities of the Contractor are hereby amended as follows:

A. Section 5 of the original Contract is hereby amended to add Subsections C and D, which read as follows:

“C. Perform the additional duties outlined in Attachment E, Campaign Extension Program Scope of Work, which is attached to and incorporated into this Contract by this reference.

D. Perform additional marketing and communication duties required and pre-approved by Council to promote the Council’s business relief programs at the hourly rates outlined in Attachment F, 2020 Rate Sheet, which is attached to and incorporated into this Contract by this reference, in an amount not to exceed five thousand dollars (\$5,000.00) of the amount set forth in Section 4, above”

6. **Amended Responsibilities of the Council.** Responsibilities of the Council have not changed.

7. **Special Provisions.**

A. **Same Terms and Conditions.** With the exception of items explicitly delineated in this Amendment, all terms and conditions of the original Contract, and any previous amendments, between the Council and the Contractor, including but not limited to sovereign immunity, shall remain unchanged and in full force and effect.

B. **Counterparts.** This Amendment may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Amendment. Delivery by the Contractor of an originally signed counterpart of this Amendment by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Council.

8. **General Provisions.**

A. **Entirety of Contract.** The original Contract, consisting of nine (9) pages; Attachment A, Billing Schedule, consisting of one (1) page; Attachment B, Scope of Work, consisting of three (3) pages; this Amendment One, consisting of three (3) pages; and Attachment C, Supplemental Scope of Work, consisting of three (3) pages, Amendment Two, consisting of three (3) pages, Attachment D, Campaign Execution Supplemental Scope of Work, consisting of three (3) pages, this Amendment Three, consisting of three (3) pages, Attachment E, Campaign Extension Program Scope of Work, consisting of two (2) pages; and Attachment F, 2020 Rate Sheet, consisting of four (4) pages, represent the entire and integrated agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.

9. **Signatures.** The parties to this Amendment, through their duly authorized representatives, have executed this Amendment on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Amendment.

This Amendment is not binding on either party until approved by A&I Procurement and the Governor of the State of Wyoming or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).

COUNCIL:

Wyoming Business Council

Josh Dorrell, Chief Executive Officer

Date

CONTRACTOR:

Warehouse Twenty One, Inc.

Dave Teubner, CEO/Owner

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Margaret A. R. Schwartz, Assistant Attorney General

Date

BRP PROGRAM 4 PROPOSAL

Campaign Extension

Program

Scope of Work

Wyoming Business Council

Ongoing Execution

- **Deliverables**

- PR: Creation of media advisories, press releases, and talking points; PR and media relations strategy support
- Social media: Creation of content & designed assets; Posting to WBC channels
- Email marketing: Creation of content & designed assets for weekly partner emails; Sending emails through Benchmark software
- Website: Creation of content & designed assets to update website, as needed; Updates to Wix website
- Presentations & Webinars: Creation of content & presentation assets, as needed
- Other miscellaneous content & designed assets, as needed

Agency Management

- **Deliverables**

- 30-minute domain meetings three times a week (Mon, Weds, Fri) with W21 team and WBC team
- 30-minute daily strategy alignment meetings
- Ongoing project, budget, and timeline management
- Ongoing strategy and management of communications plan

Media Buy

- **Deliverables**

- Media planning
- 4-week media buy (channels TBD)

- Media management, ongoing optimization, & reconciliation

Reporting

- **Deliverables**
 - Addition of Program Four results to PowerPoint Report
 - Addition of Program Four information to Interactive Dashboard Report
 - *For purposes of this proposal, the budget associated is an estimate for now. Depending on the final solution for the interactive dashboard/report, this budget may need to be adjusted.*

BUDGET

Deliverable	Estimate
Ongoing Execution	\$24,000
Agency Management	\$24,000
Media Buy	\$25,000
Reporting	\$10,000
TOTAL	\$83,000

*Disclaimer: Please note all costs shown are estimates only and do not constitute a formal bid. Final deliverables, budgets, and timelines listed will be developed and written into a final scope of work following discovery, research, and strategic direction by the Warehouse Twenty One team.

2020 RATE SHEET

Warehouse Twenty One

Service	Rate
Account Management.....	\$125.00
Account Oversight.....	\$175.00
Billable Travel.....	\$65.00
Public Relations.....	\$200.00
Proposal + SOW Writing.....	\$150.00
Account Strategy + Planning.....	\$175.00
Brand Strategy.....	\$200.00
Business Strategy.....	\$225.00
Campaign Strategy + Planning.....	\$175.00
Strategic Direction.....	\$175.00
Strategic Oversight.....	\$200.00
Art Direction.....	\$175.00
Creative Direction.....	\$200.00
Copywriting/Editing.....	\$125.00
Content Strategy.....	\$175.00
Graphic Design.....	\$125.00
Illustration.....	\$175.00
Production Design.....	\$100.00
Print Production.....	\$100.00
Proofreading.....	\$80.00
Storyboarding.....	\$200.00
Technical Copywriting/Editing.....	\$150.00
UX Strategy + Design.....	\$175.00
Back End Development.....	\$150.00
Content Entry.....	\$100.00

Front End Development.....	\$125.00
Quality Assurance (QA).....	\$100.00
Digital Strategy.....	\$175.00
Event Management.....	\$90.00
Event Strategy + Planning.....	\$175.00
Logistics Coordination.....	\$125.00
Hardware Imaging.....	\$125.00
Hardware Planning.....	\$125.00
Hardware Pull + Prep.....	\$100.00
Hardware QA.....	\$80.00
Hardware Technical Support.....	\$125.00
Media Buying.....	\$100.00
Media Research + Planning.....	\$125.00
Media Reconciliation.....	\$100.00
Media Reporting.....	\$100.00
Media Strategy.....	\$150.00
Computer Aided Drafting (CAD).....	\$150.00
Construction Installation.....	\$125.00
CNC Operations.....	\$150.00
Construction.....	\$80.00
Engineering Strategy + Planning.....	\$175.00
Graphic Installation.....	\$125.00
Graphic Production.....	\$125.00
Graphic Production Support.....	\$80.00
Audio Editing + Mixing.....	\$150.00
Audio Recording.....	\$125.00
Motion Graphics.....	\$150.00
Media Production.....	\$150.00
Photography.....	\$150.00
Retouching.....	\$125.00
Video Editing.....	\$150.00
Videography.....	\$150.00
Consumer Strategy.....	\$175.00

Primary Research.....	\$150.00
Research Analysis.....	\$175.00
Reporting Support.....	\$100.00
Reporting Strategy.....	\$175.00
Secondary Research.....	\$150.00
Budget + Financial Management.....	\$150.00
Project Communication.....	\$125.00
Project Management Oversight.....	\$175.00
Scoping + Estimating.....	\$150.00
Schedule + Task Management.....	\$125.00
Vendor Management.....	\$125.00
Social Media Management + Execution.....	\$125.00
Social Media Research + Planning.....	\$125.00
Social Media Strategy.....	\$150.00
Inventory Management.....	\$125.00
Kitting.....	\$80.00
Warehouse Support.....	\$80.00

Rental Rates & Other Fees

Warehouse

Warehouse Rental.....\$0.15 per cubic foot per month

Digital Services

Standard Website Hosting.....\$60 per month / \$80 per month with SSL

Website Domain.....\$25 per year

Video Hosting.....\$120 per year / video

Media

Mass Media Purchasing.....15% margin

Digital Media Purchasing.....30% margin

Other

Dues & Subscriptions.....	10% markup
Outsource Media / Event Production.....	15% markup
Printing / Purchasing.....	23% markup
Third Party Services.....	15% markup

Travel

Mileage and per diem reimbursed at the current federal standard rate. All other travel expenses reimbursed at actual cost.