



AWARD EXTENSION-5172-23-KH

December 22, 2022

CPC Neutek
Melissa Archer
2800 Printers Way
Grand Junction, CO 81506

Dear Ms. Archer,

SOLICITATION DESCRIPTION: **THIRD ANNUAL EXTENSION FOR**
RFP-4702-20-SH Printing and Copying Services

You are hereby notified that your firm's contract to provide **printing and copying services** has been **extended for one year from January 1, 2023 to December 31, 2023.**

The contract price will remain as noted in the original contract RFP-4702-19-SH.

The City of Grand Junction accepts the change for proof approval to be 7-10 days.

All other contract terms will stay in effect unless or until other terms are agreed in writing.

If you have any questions or need to discuss this extension, please call me at 970-244-1545.

Sincerely,

DocuSigned by:
Duane Hoff Jr.
0E7A9E7DE0E145C

Duane Hoff Jr., Contract Administrator

SUPPLIER ACKNOWLEDGEMENT

Receipt of this Extension is hereby acknowledged:

Contractor: CPC NEUTEK

By: DocuSigned by: Melissa Archer
 Melissa Archer
 00DEKAKAS80R2E

Title: Area Sales Manager

Date: 12/29/2022



AWARD EXTENSION-4963-21-KH

October 26, 2021

CPC Neutek
Melissa Archer
2800 Printers Way
Grand Junction, CO 81506

Dear Ms. Archer,

**SOLICITATION DESCRIPTION: SECOND ANNUAL EXTENSION FOR
RFP-4702-20-SH Printing and Copying Services**

You are hereby notified that your firm's contract to provide **printing and copying services** has been **extended for one year from January 1, 2022 to December 31, 2022.**

The contract price will remain as noted in the original contract RFP-4702-19-SH.

All other contract terms will stay in effect unless or until other terms are agreed in writing.

If you have any questions or need to discuss this extension, please call me at 970-244-1513.

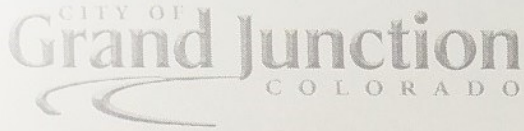
Sincerely,

Kassy Hackett
Buyer
City of Grand Junction
Purchasing Division

SUPPLIER ACKNOWLEDGEMENT

Receipt of this Extension is hereby acknowledged:

Contractor: CPC NEUTEK
By: DocuSigned by:
Melissa Archer, CPC Neutek Melissa Archer, CPC Neutek
Title: Area Sales Manager
Date: 10/27/2021



AWARD EXTENSION-4846-20-SH

October 23, 2020

CPC Neutek
Melissa Archer
2800 Printers Way
Grand Junction, CO 81506

Dear Ms. Archer,

**SOLICITATION DESCRIPTION: FIRST ANNUAL EXTENSION FOR
RFP-4702-20-SH Printing and Copying Services**

Dear Ms. Archer,

You are hereby notified that your firm's contract to provide **printing and copying services** has been **extended for one year from January 1, 2021 to December 31, 2021.**

The contract price will remain as noted in the original contract RFP-4702-19-SH.

All other contract terms will stay in effect unless or until other terms are agreed in writing.

If you have any questions or need to discuss this extension, please call me at 970/244-1513.

Sincerely,

Susan J. Hyatt
Senior Buyer
City of Grand Junction
Purchasing Division

SUPPLIER ACKNOWLEDGEMENT

Receipt of this Extension is hereby acknowledged:

Contractor: CPC Neutek
By: Melissa Archer Muncester
Title: Area Sales Manager
Date: 10/27/20



CITY OF GRAND JUNCTION, COLORADO

CONTRACT

This CONTRACT made and entered into this 18th day of December, 2019 by and between the City of Grand Junction, Colorado, a government entity in the County of Mesa, State of Colorado, hereinafter in the Contract Documents referred to as the "Owner" and CPCnuetek, hereinafter in the Contract Documents referred to as the "Contractor."

WITNESSETH:

WHEREAS, the Owner advertised that sealed Proposals would be received for furnishing all labor, tools, supplies, equipment, materials, and everything necessary and required for the Project described by the Contract Documents and known as Printing and Copying Services RFP-4702-19-SH

WHEREAS, the Contract has resulted in a split awarded to the above named Contractor by the Owner, and said Contractor is now ready, willing and able to perform the Work categories as specified in accordance with the Contract Documents;

NOW, THEREFORE, in consideration of the compensation to be paid the Contractor, the mutual covenants hereinafter set forth and subject to the terms hereinafter stated, it is mutually covenanted and agreed as follows:

Each Category listed will vary in quantity and scope as deemed necessary by each city department as jobs are supplied to the Contractor. The Categories awarded to **CPCnuetek** are:

- Color copies greater than 2,500 in quantity**
- B/W copies greater than 5,000 in quantity**
- Spring Cleanup Brochure**
- Leaf Pickup Brochure**
- CAFR books**
- Budget books**

ARTICLE 1

Contract Documents: It is agreed by the parties hereto that the following list of instruments, drawings, and documents which are attached hereto, bound herewith, or incorporated herein by reference constitute and shall be referred to either as the "Contract Documents" or the "Contract", and all of said instruments, drawings, and documents taken together as a whole constitute the Contract between the parties hereto, and they are fully a part of this agreement as if they were set out verbatim and in full herein:

The order of contract document governance shall be as follows:

- a. The body of this contract agreement
- b. Solicitation Documents for the Project; **Printing & Copying Services, RFP-4702-19-SH**
- c. Contractors Response to the Solicitation

ARTICLE 2

Contract Work: The Contractor agrees to furnish all labor, tools, supplies, equipment, materials, and all that is necessary and required to complete the tasks associated with the Work described, set forth, shown, and included in the Contract Documents as indicated in the Solicitation Document. Contract term is **January 1, 2020 through December 31, 2020**. Upon mutual agreement, the contract has the option for three (3) annual renewals.

ARTICLE 3

Contract Price and Payment Procedures: The Contractor shall accept as full and complete compensation for the performance and completion of all of the Work specified in the Contract Documents, the amount specified for each specify job as indicated in the Contractors Offer. The estimated annual contract sum **shall not exceed \$60,000.00 annually**, and could be much lower depending on the demand of city departments. The amount of the Contract Price is and has heretofore been appropriated by the Grand Junction City Council for the use and benefit of this Project. The Contract Price shall not be modified except by Change Order or other written directive of the Owner. The Owner shall not issue a Change Order or other written directive which requires additional work to be performed, which work causes the aggregate amount payable under this Contract to exceed the amount appropriated for this Project, unless and until the Owner provides Contractor written assurance that lawful appropriations to cover the costs of the additional work have been made.

Unless otherwise provided in the Solicitation, individual invoices shall be submitted for each individual job requested by each city department.

ARTICLE 4

Contract Binding: The Owner and the Contractor each binds itself, its partners, successors, assigns and legal representatives to the other party hereto in respect to all covenants, agreements and obligations contained in the Contract Documents. The Contract Documents constitute the entire agreement between the Owner and Contractor and may only be altered, amended or repealed by a duly executed written instrument. Neither the Owner nor the Contractor shall, without the prior written consent of the other, assign or sublet in whole or in part its interest under any of the Contract Documents and specifically, the Contractor shall not assign any moneys due or to become due without the prior written consent of the Owner.

IN WITNESS WHEREOF, City of Grand Junction, Colorado, has caused this Contract to be subscribed and sealed and attested in its behalf; and the Contractor has signed this Contract the day and the year first mentioned herein.

CITY OF GRAND JUNCTION, COLORADO

By: *Susan J. Hyatt*
Susan Hyatt, Senior Buyer

12/18/2019
Date

CPCNUETEK OF GRAND JUNCTION, COLORADO

By: *Melissa Archer Muncaster*

12/17/19
Date



**REQUEST FOR PROPOSALS
RFP-4702-19-SH**

PRINTING AND COPYING SERVICES

RESPONSES DUE:

November 13, 2019 prior to 2:30 PM Local Prevailing Time

Accepting Electronic Responses Only

Responses Only Submitted Through the Rocky Mountain E-Purchasing System

<http://www.bidnetdirect.com/colorado>

(Purchasing Representative does not have access or control of the vendor side of RMEPS.

If website or other problems arise during response submission, vendor MUST contact RMEPS to resolve issue prior to the response deadline. 800-835-4603)

PURCHASING REPRESENTATIVE:

Susan Hyatt

susanh@gjcity.org

970/244-1513

This solicitation has been developed specifically for a Request for Proposal intended to solicit competitive responses for this solicitation, and may not be the same as previous City of Grand Junction solicitations. All offerors are urged to thoroughly review this solicitation prior to submitting. Submittal by **FAX, EMAIL or HARD COPY IS NOT ACCEPTABLE** for this solicitation.

SECTION I. ADMINISTRATIVE INFORMATION

A. ISSUING OFFICE: This Request for Proposals (hereinafter referred to as a RFP) is being issued by the Grand Junction Purchasing Division for all city departments/divisions. Various departments and divisions require many diverse printing and copying projects. The projects vary from simple print jobs to complex and difficult government reports.

B. INTENT: It is the intent of this RFP to provide all prospective agencies with sufficient information to enable them to prepare and submit a Proposal for performing various printing and copying services as needed by various city departments and divisions. The City reserves the right to award more than one, two or three separate contracts to one, two or three separate agencies. The Proposals will be reviewed for consideration by an evaluation team approved by the City of Grand Junction.

C. INQUIRES: All inquiries shall be made in writing via the e-mail address provided below. All responses reflecting a change in Proposal requirements will be made in writing in the form of an addendum. To be given consideration, inquiries must be received by the deadline stated in Section I.E, Calendar of Events. All addenda will be made in similar fashion, posted on BidNetDirect.com/Colorado and on the City's website.

Susan Hyatt

Email: susanh@gjcity.org

D. ADDENDA: All questions shall be submitted in writing to the appropriate person as shown in item C above. Any interpretations, corrections and changes to this RFP or extensions to the opening/receipt date shall be made by a written Addendum to the RFP by the City Purchasing Division. Sole authority to authorize addenda shall be vested in the City of Grand Junction Purchasing Representative. Addenda will be posted electronically through the City's website at www.gjcity.org/business-and-economic-development/bids and the Rocky Mountain Bid System at www.bidnetdirect.com/colorado. Offerors shall acknowledge receipt of all addenda in their proposal.

E. TENTATIVE CALENDAR OF EVENTS:

RFP Available on or about	October 9, 2019
Questions deadline	October 25, 2019
Addendum issued	October 30, 2019
Submittal deadline for RFP	November 13, 2019
Evaluation period	November 14 – 22, 2019
Contract Execution/Work Begins	January 1, 2020

F. SUBMISSION: **Each proposal shall be submitted in electronic format only through the Rocky Mountain E-Purchasing website, <http://www.bidnetdirect.com/colorado>. This site offers both "free" and "paying" registration options that allow for full access of the Owner's documents and for electronic submission of proposals. (Note: "free" registration may take up to 24 hours to process. Please Plan accordingly.) The uploaded response to this RFP shall be a single PDF document with all required information included.** For proper comparison and evaluation, the City requests that proposals be formatted as directed in Section III "Preparation and Submittal of Proposals." Submittals received that fail to follow this format may be ruled non-responsive.

G. REJECTION OF SUBMITTALS: The City reserves the right to accept or reject any or all submittals received in response to this solicitation. The City further reserves the right to waive any informalities and/or minor irregularities in submittals received, if deemed to be in the best interest of the City.

H. Withdrawal of Proposal: A proposal must be firm and valid for award and may not be withdrawn or canceled by the Offeror prior to the sixty-first (61st) day following the submittal deadline date and only prior to award. The Offeror so agrees upon submittal of their proposal. After award this statement is not applicable.

I. PROPRIETARY INFORMATION: All submittals in response to this request become public record and become subject to public inspection. Any confidential information contained in your submittals **must be clearly identified** as such or it will not be treated as confidential or proprietary by the city and then only to the extent allowable by law in the Open Records Act. Unrestricted disclosure of proprietary or confidential information by the Advertiser places it in the public domain. Proprietary or confidential information is defined by the City to be any information that is not generally known to competitors and which may provide a competitive advantage. **SUBMITTALS IN THEIR ENTIRETY CAN NOT BE SPECIFIED CONFIDENTIAL OR PROPRIETARY.**

J. SUBMITTAL OWNERSHIP: All materials submitted with regard to this solicitation become the property of the City and will only be returned at the City's option.

K. OPEN RECORDS: Proposals shall be received and publicly acknowledged at the locations, date, and time stated herein. Offerors, their representatives and interested persons may be present. Proposals shall be received and acknowledged only so as to avoid disclosure of process. However, all proposals shall be open for public inspection after the contract is awarded. Trade secrets and confidential information contained in the proposal so identified by such shall be treated as confidential by the City to the extent allowable by the Open Records Act.

L. EXPENSES: Expenses incurred by prospective respondents in preparation, submission, and presentation of this **RFP** are the responsibility of the respondents and cannot be charged to the City.

M. ASSIGNMENT: The selected advertising firm shall not sell, assign, transfer or convey any contract resulting from this **RFP** in whole or in part without prior written approval from the City. Any claims for payment due to the provider from the City under this contract may not be assigned to a bank, trust company, or other financial institution or bankruptcy trustee without the prior written approval by the City.

N. INDEMNIFICATION: The awarded Firm shall defend, indemnify and save harmless the City of Grand Junction, State of Colorado, and all its officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Firm, or of any Firm's agent, employee, sub-consultant or supplier in the execution of, or performance under, any contract which may result from Qualification award. Firm shall pay any judgment with cost which may be obtained against the City growing out of such injury or damages.

O. SALES TAX: The City of Grand Junction/Mesa County is, by statute, exempt from the State Sales Tax and Federal Excise Tax; therefore, all fees shall not include taxes.

P. Acceptance of RFP Terms: A proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated on the Letter of Interest or Cover Letter by the autographic signature of the Offeror or an officer of the Offeror legally authorized to execute contractual obligations. A submission in response to the RFP acknowledges acceptance by the Offeror of all terms and conditions including compensation, as set forth herein. An Offeror shall identify clearly and thoroughly any variations between its proposal and the Owner's RFP requirements. Failure to do so shall be deemed a waiver of

any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

Q. Amendment: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All amendments to the contract shall be made in writing by the Owner Purchasing Division.

R. Assignment: The Offeror shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written approval from the Owner.

S. Compliance with Laws: Proposals must comply with all Federal, State, County and local laws governing or covering this type of service and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

T. Confidentiality: All information disclosed by the Owner to the Offeror for the purpose of the work to be done or information that comes to the attention of the Offeror during the course of performing such work is to be kept strictly confidential.

U. Conflict of Interest: No public official and/or Owner employee shall have interest in any contract resulting from this RFP.

V. Contract: This Request for Proposal, submitted documents, and any negotiations, when properly accepted by the Owner, shall constitute a contract equally binding between the Owner and Offeror. The contract represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral, including the Proposal documents. The contract may be amended or modified with Change Orders, Field Orders, or Addendums.

W. Project Manager/Administrator: The Project Manager, on behalf of the Owner, shall render decisions in a timely manner pertaining to the work proposed or performed by the Offeror. The Project Manager shall be responsible for approval and/or acceptance of any related performance of the Scope of Services.

X. Contract Termination: This contract shall remain in effect until any of the following occurs: (1) contract expires; (2) completion of services; (3) acceptance of services or, (4) for convenience terminated by either party with a written *Notice of Cancellation* stating therein the reasons for such cancellation and the effective date of cancellation at least thirty days past notification.

Y. Employment Discrimination: During the performance of any services per agreement with the Owner, the Offeror, by submitting a Proposal, agrees to the following conditions:

Y.a The Offeror shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, citizenship status, marital status, veteran status, sexual orientation, national origin, or any legally protected status except when such condition is a legitimate occupational qualification reasonably necessary for the normal operations of the Offeror. The Offeror agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

Y.b The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Offeror, shall state that such Offeror is an Equal Opportunity Employer.

Y.c Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

Z. Immigration Reform and Control Act of 1986 and Immigration Compliance: The Offeror certifies that it does not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 and/or the immigration compliance requirements of State of Colorado C.R.S. § 8-17.5-101, *et seq.* (House Bill 06-1343).

AA. Ethics: The Offeror shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official, or agent of the Owner.

BB. Failure to Deliver: In the event of failure of the Offeror to deliver services in accordance with the contract terms and conditions, the Owner, after due oral or written notice, may procure the services from other sources and hold the Offeror responsible for any costs resulting in additional purchase and administrative services. This remedy shall be in addition to any other remedies that the Owner may have.

CC. Failure to Enforce: Failure by the Owner at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Owner to enforce any provision at any time in accordance with its terms.

DD. Force Majeure: The Offeror shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the Offeror, unless otherwise specified in the contract.

EE. Indemnification: Offeror shall defend, indemnify and save harmless the Owner, State of Colorado, and all its officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Offeror, or of any Offeror's agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Offeror shall pay any judgment with cost which may be obtained against the Owner growing out of such injury or damages.

FF. Independent Firm: The Offeror shall be legally considered an Independent Firm and neither the Firm nor its employees shall, under any circumstances, be considered servants or agents of the Owner. The Owner shall be at no time legally responsible for any negligence or other wrongdoing by the Firm, its servants, or agents. The Owner shall not withhold from the contract payments to the Firm any federal or state unemployment taxes, federal or state income taxes, Social Security Tax or any other amounts for benefits to the Firm. Further, the Owner shall not provide to the Firm any insurance coverage or other benefits, including Workers' Compensation, normally provided by the Owner for its employees.

GG. Nonconforming Terms and Conditions: A proposal that includes terms and conditions that do not conform to the terms and conditions of this Request for Proposal is subject to rejection as non-responsive. The Owner reserves the right to permit the Offeror to withdraw nonconforming terms and conditions from its proposal prior to a determination by the Owner of non-responsiveness based on the submission of nonconforming terms and conditions.

HH. Ownership: All plans, prints, designs, concepts, etc., shall become the property of the Owner.

II. Oral Statements: No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this document and/or resulting agreement. All modifications to this request and any agreement must be made in writing by the Owner.

JJ. Patents/Copyrights: The Offeror agrees to protect the Owner from any claims involving infringements of patents and/or copyrights. In no event shall the Owner be liable to the Offeror for

any/all suits arising on the grounds of patent(s)/copyright(s) infringement. Patent/copyright infringement shall null and void any agreement resulting from response to this RFP.

KK. Remedies: The Offeror and Owner agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

LL. Venue: Any agreement as a result of responding to this RFP shall be deemed to have been made in, and shall be construed and interpreted in accordance with, the laws of the City of Grand Junction, Mesa County, Colorado.

MM. Expenses: Expenses incurred in preparation, submission and presentation of this RFP are the responsibility of the company and cannot be charged to the Owner.

NN. Sovereign Immunity: The Owner specifically reserves its right to sovereign immunity pursuant to Colorado State Law as a defense to any action arising in conjunction to this agreement.

OO. Public Funds/Non-Appropriation of Funds: Funds for payment have been provided through the City of Grand Junction budget approved by the City Council for the stated fiscal year only. State of Colorado statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the stated City of Grand Junction fiscal year shall be subject to budget approval. Any contract will be subject to and must contain a governmental non-appropriation of funds clause.

PP. Collusion Clause: Each Offeror by submitting a proposal certifies that it is not party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any and all proposals shall be rejected if there is evidence or reason for believing that collusion exists among the proposers. The Owner may or may not, at the discretion of the Owner Purchasing Representative, accept future proposals for the same service or commodities for participants in such collusion.

QQ. Gratuities: The proposer certifies and agrees that no gratuities, kickbacks or contingency fees were paid in connection with this contract, nor were any fees, commissions, gifts or other considerations made contingent upon the award of this contract. If the proposer breaches or violates this warranty, the Owner may, at their discretion, terminate this contract without liability to the Owner.

RR. Safety Warranty: Offeror also warrants that the services performed shall conform to the standards declared by the US Department of Labor under the Occupational Safety and Health Act of 1970.

SS. OSHA Standards: All Offerors agree and warrant that services performed in response to this invitation shall conform to the standards declared by the US Department of Labor under the Occupational Safety and Health Act of 1970 (OSHA). In the event the services do not conform to OSHA Standards, the Owner may require the services to be redone at no additional expense to the Owner.

TT. Performance of the Contract: The Owner reserves the right to enforce the performance of the contract in any manner prescribed by law or deemed to be in the best interest of the Owner in the event of breach or default of resulting contract award.

UU. Default: The Owner reserves the right to terminate the contract immediately in the event the Offeror fails to meet delivery or completion schedules, or otherwise perform in accordance with the accepted proposal. Breach of contract or default authorizes the Owner to purchase like services elsewhere and charge the full increase in cost to the defaulting Offeror.

VV. Benefit Claims: The Owner shall not provide to the Offeror any insurance coverage or other benefits, including Worker's Compensation, normally provided by the Owner for its employees.

WW. Cooperative Purchasing: Purchases as a result of this solicitation are primarily for the Owner. Other governmental entities may be extended the opportunity to utilize the resultant contract award with the agreement of the successful provider and the participating agencies. All participating entities will be required to abide by the specifications, terms, conditions and pricings established in this Proposal. The quantities furnished in this proposal document are for only the Owner. It does not include quantities for any other jurisdiction. The Owner will be responsible only for the award for our jurisdiction. Other participating entities will place their own awards on their respective Purchase Orders through their purchasing office or use their purchasing card for purchase/payment as authorized or agreed upon between the provider and the individual entity. The Owner accepts no liability for payment of orders placed by other participating jurisdictions that choose to piggy-back on our solicitation. Orders placed by participating jurisdictions under the terms of this solicitation will indicate their specific delivery and invoicing instructions.

II. SCOPE OF SERVICES

A. Background: City of Grand Junction has been outsourcing printing and copying needs since 2006. The nature of this contract possibly lends itself to only local providers. However, other providers will be considered if enough items are priced to make a split award worthwhile.

City departments and divisions require many diverse and complicated printing and copying projects. The projects vary from simple print jobs to complex and difficult government reports. These jobs can range from a few booklets to hundreds of bound manuals and can involve a number of different tasks to complete the order.

B. Special Conditions/Provisions: This contract is not all inclusive of all printing/copying required by the City. Historically, larger jobs are bid out on an individual basis and this method will continue. Examples of these types of jobs are the City Calendar, the Official Visitor's Guide and the Parks Activity Guide.

B.1 Formal Solicitation: Any individual job or project \$10,000 or greater is required to be solicited by individual formal competition using a Request for Proposals or Invitation for Bids. If a particular job or project falls into this category, it is against City ordinance and unlawful for a vendor to agree to enter into a contract with an employee. Formal solicitations are issued only by the City's Purchasing Division. *Vendors share the responsibility to ensure this threshold is strictly followed.*

B.2 Purchase Orders: Any individual job or project \$5,000 or greater shall have a purchase order issued. City ordinance requires approval of the job prior to the vendor proceeding. All purchase orders are issued only by the City's Purchasing Division. *The vendor shares the responsibility with the City's employee to ensure this guideline is strictly followed.*

B.3 Contract Period: The initial terms of this contract will be for one (1) year beginning January 1, 2020. The City reserves the right to extend the contract under the same terms and conditions for three (3) additional one year periods provided such extensions are mutually agreeable to the City and the Contractor.

B.4 Delivery: Delivery will be required within 48-72 hours on normal orders and 8-24 hours on emergency orders. The City will decide what constitutes an emergency order. Pickup and delivery will be made directly to the ordering department, division, or employee. Extended delivery will be as agreed upon by the City and the Contractor on

large or complex jobs. Vendors should expect to make deliveries daily based on requirements.

B.5 Electronic Forms Transfer: It is preferred that most copy/print jobs be transferred electronically to the Contractor. This will support first generation copies and will expedite delivery of the job to the vendor. Electronic formats include Windows, Excel, Publisher, Adobe, and Page Maker.

B.6 Estimated Value: This shall be an open ended contract. The dollar value of this contract is estimated to be approximately \$50,000 annually, although a minimum is not guaranteed. The contract shall be binding only for actual services provided during the contract period.

B.7 Method and Approval of Payment: Approval of any and all payments are subject to inspection by the using department. Payment will be made from vendor's submitted invoices containing the required information, such as job name, quantity, brief description of work done, etc. Invoices are paid once a week on Friday with Net 30 terms. The City encourages payment by Purchasing Card or ACH.

B.8 Public Disclosure Record: If the Contractor has knowledge of their employee(s) or subcontractor(s) having an immediate family relationship with a City employee or Elected Official, the Contractor must provide the Purchasing Manager with the name(s) of these individuals. They are required to submit a statement of financial interest.

B.9 Price Escalation/De-escalation: All prices offered herein shall be firm against any increase for a period of 90 days from the contract date. The City will consider price adjustments quarterly. It shall be the Contractor's responsibility to notify the Project Manager or the Purchasing Department in advance of any anticipated price changes and submit a request for a price increase by furnishing bona-fide documents (invoice) reflecting the price increases from your suppliers or service providers. Increases shall be limited to the additional costs to the Contractor. All requests shall be written. There is no guarantee that request for increases will be approved. All approved contract price revisions shall be documented in writing by the City in the form of a contract change order.

B.9.1 The City reserves the right to accept or reject within 15 days after the written request for a price increase. If the price increase is approved, the price will remain firm until the next written request or the end of the contract period, whichever comes first.

B.9.2 It is expected that all price decreases will be passed on to the City upon the quarterly review.

C. Specifications/Scope of Services: It is the intent of the City to find a vendor or vendors who can provide printing and copying services. The jobs listed are examples only and are not necessarily a guarantee of work to the Contractor. Contractors shall thoroughly examine and be familiar with the specifications and scope of service. The failure or omission of any Contractor to receive or examine any form, instrument, addendum, or other document shall in no way relieve any Contractor from any obligation with respect to his proposal or to the resulting Contract. The submission of a proposal shall be taken as prima facie evidence of compliance with this Section.

Scope of Services:

C.1 It is the City's desire to hire a Firm or Firms (Contractor or Contractors) knowledgeable and experienced in printing and copying services. This service shall be done on a daily basis as-needed for a variety of applications. Because of the nature of the work, it is conceivable that the contract may result in a split award.

C.2 Orders will be placed throughout the year on an as-needed basis. Types of printed media will vary, and include, but are not limited to: NCR forms, business cards, letterhead, envelopes, single sheets, continuous forms, brochures, and a variety of other work and pamphlets. Some printing will be two sided.

C.3 This solicitation contains different types of work in addition to printing and copying. Some printed or copied forms may require extra work such as numbering, folding, perforation, laminating, die cuts, composition, art layout, and other special work. Vendors may choose to respond with an offer on one or any combination of the items.

C.4 The successful vendor(s) will be required to work directly with City employees placing the orders. At times, it will be necessary for the successful vendor to come to the City's office to meet with employees to obtain the orders. Upon occasion, employees may deliver jobs to the vendor(s). **The vendor(s) will be expected to deliver completed jobs to the respective employee. Dropping off different jobs at a central location will not be acceptable.**

C.5 The successful vendor(s) will work with employee in trying to accommodate delivery deadlines. The City will make every attempt to allow a reasonable length of time for the vendor to print or copy a job; however, it is expected that the vendor will cooperate and make every attempt to accommodate the City when there is a rush job to be done. Additional charges (up charges) must be clearly identified on the Response Form.

C.6 Unit pricing for printing and copying specific jobs shall include all charges for set up, composition, folding, stapling, shipping and delivery, overhead, and so on. Each job shall be priced as a whole.

C.7 All items from the City shall be submitted with camera ready artwork. Your prices are to be based on reproducing existing samples unless specifically directed otherwise by the City employee at time of order. Electronic files (Word, Excel, Publisher, Adobe, etc.) shall be considered camera ready artwork.

C.8 Proofs are required before printing and shall be provided by the successful vendor(s) **prior to any printing or copying**. *Any additional cost for a proof shall be communicated* to the City employee. If the product is printed by the vendor without approval of the proof, the City will be under no obligation to purchase the product. If an error occurs after a job has been printed and it is the fault of the vendor, the cost to re-print the job will be the responsibility of the vendor and the correction will be at no cost to the City.

C.9 The City reserves the right to add or delete jobs with the successful vendor(s) at any time while this Contract is in effect. All annual usage amounts are estimates only.

C.10 The length of this Agreement is stated in Section B.3.

C.11 The City reserves the right to award to more than one vendor. That decision will be made in the analysis of the responses to this solicitation. If the award is split, every effort will be made to award equitably among the designated vendors based on evaluation of the responses and the capabilities of the providers. Based on economies of scale and management of contract logistics, the City would prefer to award the contract in its entirety to one provider. However, should it become apparent that the City needs to split the award the City reserves the right to limit the number of providers as deemed in the best interest of the City.

C.12 Quantities listed in this RFP are estimates only and not a guarantee to purchase the amounts listed. Nothing in the stated estimates shall be construed as obligation by the City to purchase specific quantities. Quantities will vary depending on requirements.

C.13 This solicitation contains a description of the work to be performed, as well as estimated quantities used during the year. The City has made an attempt to include types of items commonly ordered. This is only a sampling and is not intended to show the entire scope. Items not specifically listed, but of the type included in this solicitation, will be individually negotiated with the awarded vendor(s) at agreed rates.

C.14 The Response Form is a matrix designed to obtain as much information as possible regarding pricing. Costs given in the basic matrix will separate some functions and will be priced in several different areas. Some responses will reflect the cost of the total job, some include set-up and overhead. Any special or additional handling, such as numbering or folding, will be priced separately. All prices applicable to a specific job will be combined to determine the total cost for that job. It is mandatory that each vendor fill out the Response Form completely according to their printing or copying capabilities.

C.15 Firms may bid on any or all of the items listed. It is not required that each vendor have the capability to perform the entire scope of printing and copying, although it would be ideal.

C.16 City logo PMS colors are 2925 blue and 576 green. These specific colors are mandatory for all letterhead, business cards and envelopes. Other types of jobs may also require these colors.

Minimum Specifications:

C.17 All jobs will be priced using camera ready artwork as described in C.7. Prices will be based on reproducing existing samples unless specifically directed to do otherwise by the City at time of order. This includes but is not limited to the following:

- All jobs will be printed on equal or better weight and quality of paper as the existing forms.
- Pricing shall include the brand name and weight of paper or equal specified on the Response Form. If pricing an equal, state the brand name, description and weight. The City reserves the right to negotiate with the successful vendor(s) for other types of papers at time of order.
- All multiple part forms will be reproduced as the existing form, with carbon sheets, patterned carbon or NCR as appropriate.
- Jobs will include same colors of paper as original forms. Ink colors will also be the same as the originals, unless otherwise specified at time of order.

- All jobs will include anything special, such as die cuts, perforations, screening, envelopes, bindery work, and so on.
- All numbered forms will be as directed by the City at time of order. Most numbers are printed in red or black. Multiple part numbered forms are usually crash printed.

C.18 All unit pricing on the matrix shall be priced using regular 20# paper, unless otherwise noted. Unit pricing for printing will include all charges for set up, composition (but not typesetting), shipping and delivery, overhead, and so on.

C.19 Unit pricing shall include any minor composition changes to the existing form.

C.20 Where appropriate, the vendor shall insure the registration of multiple part forms.

C.21 The successful vendor(s) shall work with the City in trying to accommodate delivery deadlines. The City will make every attempt to allow a reasonable length of time for the vendor to print the form; however, it is expected that the vendor(s) will cooperate, and make every attempt to accommodate the City when there is a rush job to be done. See Section C.5 for delivery expectations.

C.22 Any break in the numbering sequence of any form will be brought to the attention of the City upon delivery. If requested, the vendor may be required to provide a written explanation stating the numbers missing, signed by an authorized representative of the company. If necessary, the vendor may have to re-run the job at their expense due to the missing numbers.

C.23 All artwork, film, boards, halftones, or any other preparatory material related to the production of a job will become the property of the City, and shall be released to the City upon request.

C.24 All NCR forms are printed on standard color paper in standard order with black imaging. Any deviation from this format will be negotiated between the City and vendor at time of order. NCR forms will be NCR paper, Superior Brand, 20 lb. or approved equal. The City reserves the right to determine whether or not the substituted paper is acceptable.

C.25 It is anticipated that most printing of standard jobs or single sheets will be done in black or the specified PMS colors. If there is an additional charge for these colors, please indicate cost on the Response Form.

C.26 No overruns will be accepted for copier work. The City will consider press work overruns of +/- 10% only if approval is given by the City employee. **If no approval is given**, the following will apply: a) if the job is short, the vendor will make up the difference at no charge; b) if over, the vendor will not charge for extras.

C.27 Card Stock Specifications: Varies with type of job required. Type and color of paper, ink, etc. will be determined at time of order. Size varies from 3" x 5" to 11" x 17". Approximate annual usage is 11,000 cards. Some are printed two color, some full color, paper sizes are not always standard.

C.28 NCR Form Specifications: There are several different forms, ranging from 2-part to 5-part. Some have tag stock. Image will be black. Some may be numbered. Some are one-sided, some are two-sided. Sizes vary from half sheet (5.5" x 8.5") to legal (8.5" x 14"). Some forms may be padded. Approximate annual usage is 18,000 forms.

C.29 Business Card Specifications: Size is 2" x 3.5". Stock is 80# Cougar Cover Stock. Printed two-color, PMS 2925 Blue and 576 Green, no black ink. Some cards will be printed on two sides. Minimum order quantity per individual will be determined based on responses received. Estimated annual volume is 50,000; 5,000 are two-sided.

C.30 Letterhead Specifications: Size is 8.5" x 11". Stock is Cougar Opaque 70# Offset. Printed two-color, PMS 2925 Blue and 576 Green, no black ink. First page of letterhead has City Logo, department identifier and address. Page two is blank, will be ordered in bulk and kept in City Stores warehouse. Estimated annual volume is 10,000 letterhead, 2,000 page two or less.

C.31 Business Envelope Specifications: Typical size is #10 and are both window and regular. Stock is Cougar Opaque 60# Text. Envelopes are printed two-color, PMS 2925 Blue and 576 Green, no black ink; will have City Logo, department identifier and address. Estimated annual volume is 30,000.

C.32 Spring Clean-Up Brochure: Size is 8.5" x 11". Stock is 20# colored paper, folded in thirds (trifold). Estimated volume in 24,000 per year.

C.33 Leaf Program Brochure: Size is 8.5" x 11". Stock is 20# colored paper, folded in thirds (trifold). Brochure is two-sided. Estimated volume is 24,000 per year.

C.34 Door Hangers: Sheet size is 8.5" x 13" and 8.5" x 10.5", finished size is 4.33" x 8.5" and 3.5" x 8.5". Stock is 67#, colors vary. Some are blue, some canary, some white. Some set-up may be required by vendor, depending on the job. Volumes vary, depending on the project. Annual volume can vary greatly from year to year, but average estimated usage is 4,000 full sheets.

C.35 CAFR Books: Size 8.5" x 11". Paper stock is 70# Matte Text. Cover stock is 110# Gloss Text, printed in color and laminated. Book usually has from 150 to 200 pages, printed back to back. Some pages are printed in color. Tabs are required in 110# stock, approximately 10 per book, printed in color, laminated. Books are black Wiro bound. Approximately 40 CAFR Books are required every year.

C.36 Budget Books: Size is 8.5" x 11". Paper stock is 70# text. Book has approximately 200 pages, printed on both sides in color. Tabs are required in 100# tab stock, approximately 27 per book, printed in color, laminated. Cover stock is 80# Accent White with 10 mil laminate. Back cover is not laminated. Books are Wiro bound. Approximately 20 books are required every year.

C.37 Chain of Custody Record: Size is 8.5" x 11" landscape. Paper stock is 2 part NCR white and yellow. Each form is consecutively numbered. They are normally ordered 500/box.

C.38 Sample Receipt Log: Size is 8.5" x 14" landscape. Paper stock is regular copy paper. Each page is consecutively numbered and spiral bound in 250 page books with card stock front/back covers.

C.39 Tank Hauler Ticket: Size is 5.5" x 8.5". Paper stock is 2 part NCR white and yellow. Form is consecutively numbered. Ordered 1,000/order.

C.40 Poster Lamination: Size is 24" x 36". Lamination will be double sided and weather/rain proof. State price of lamination on Response Form in either inches or feet and include the largest width your firm can accommodate.

C.41 Miscellaneous Documents: There is a large variety of miscellaneous print and copy jobs that are ordered as needed daily. Some may not have high volumes, others will. Some may be one-time orders. Types of jobs are booklets, certificates, brochures, flyers, posters, newsletters, invitations, surveys, post cards, and so on. These jobs vary from 20# paper to card stock, one color to full color with full bleed. Volumes vary greatly and can range from a quantity of 6 to several thousand, depending on the project. *It is important for the vendor to note price breaks on the Response Form.*

SECTION III: SUBMITTAL AND RESPONSE REQUIREMENT

Submission: Each response shall be submitted in electronic PDF format only, and only through BidNet's website, <http://www.bidnetdirect.com/colorado>. This site offers both "free" and "paying" registration options that allow for full access of the City's documents and for electronic submission of information. (Note: "free" registration may take up to 24 hours to process. Please Plan accordingly.) The uploaded response to this RFP shall be a single PDF document with all required information included. **Include the Response Form (Section V).** Submittals received that fail to follow this format may be ruled non-responsive. (Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. **800-835-4603**).

- A. **Cover Letter:** Cover letter shall be provided which explains the Firm's interest in the project. The letter shall contain the name/address/phone number of the person who will serve as the firm's principal contact person with City's Contract Administrator and shall identify individual(s) who will be authorized to make presentations on behalf of the firm. The statement shall bear the signature of the person having proper authority to make formal commitments on behalf of the firm. By submitting a response to this solicitation the Contractor agrees to all requirements herein.
- B. **Qualifications/Experience/Credentials:** Proposers shall provide their qualifications for consideration as a contract provider to the City of Grand Junction and include prior experience in similar projects.
- C. **Strategy and Implementation Plan:** Describe your (the firm's) interpretation of the City's objectives with regard to this RFP. Describe the proposed strategy and/or plan for achieving the objectives of this RFP. The Firm may utilize a written narrative or any other printed technique to demonstrate his/her ability to satisfy the Scope of Services. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described and the RFP objectives are accomplished.
- D. **References:** A minimum of three (3) **references** with their names, addresses and telephone numbers that can attest to your experience in projects of similar scope and size.
- E. **Response Form:** Provide a complete list of costs using Solicitation Response Form found in Section V. It is mandatory that this Form be used for all pricing offered, even if other documentation is included.
- F. **Additional Data (optional):** Provide any additional information that will aid in evaluation of your qualifications with respect to this project.

SECTION IV: EVALUATION CRITERIA AND FACTORS

A Evaluation: An evaluation team shall review all responses and select the proposal or proposals that best demonstrate the capability in all aspects to perform the scope of services and possess the integrity and reliability that will ensure good faith performance.

B Intent: Only respondents who meet the qualification criteria will be considered. Therefore, it is imperative that the submitted proposal clearly indicate the firm's ability to provide the services described herein.

Submittal evaluations will be done in accordance with the criteria and procedure defined herein. The City reserves the right to reject any and all Statements. The following parameters will be used to evaluate the submittals (in no particular order of priority):

- Quality of Proposal
- Understanding of the project and objectives
- Experience
- Qualifications & Team
- Strategy & Implementation Plan
- Demonstrated capability
- References
- Fees
- Ability to pick up and deliver jobs on a daily basis

C Interviews: The City may invite the most qualified rated proposers to participate in an interview process.

D Award: Firms shall be ranked or disqualified based on the criteria listed in Section IV.B. The City reserves the right to consider all of the information submitted and/or oral presentations, if required, in selecting the project Contractor.

SECTION V: SOLICITATION RESPONSE FORM

RFP-4702-19-SH Printing/Copying Services

Offeror must submit entire Form completed, dated and signed.

PRICES LISTED ARE ALL-INCLUSIVE AS STATED IN SECTIONS C.6 AND C.18.

1. **Provide a comprehensive list of the equipment you anticipate using to facilitate this contract.**
2. **Insurance:** Insurance in the amount of \$1,000,000 will be required from the awarded vendor with the City marked as additional payee.
3. **Paper:** Provide the specifications for your commonly used white dual purpose 20# paper.
4. **Price Matrix:**

Colored ink – Specific PMS colors		Art Layout	/ hr
Collate singles	/ m	Staple	/ea.
Collate Minimum		Pad	/ea.
Fold	/m	Numbering	/ea.
Fold Minimum		Numbering Minimum	
Perforation	/m.	Shrink Wrap	/ea.
Perforation Minimum		Screens	/ea.
Score	/m.	Die cut	/ea.
Score Minimum		Die cut Set up	/ea.
Perforation/Score	/m.	Typesetting	
Perforation/Score Minimum		Per hour	/ea.
Drill	/m.	Paste-up per hour	/ea.
Drill Minimum		Binding	
Cutting (circle one)	ea/m.	Comb	/ea.
Cutting minimum		Wiro	/ea.
Lamination – largest width available = _____	/in. /ft.	3-ring	/ea.
Composition	/ hr	Saddle Stitch	/ea.

Card Stock (include paper cost)	State qty price break			State qty price break			State qty price break			State qty price break		
	One color			Two color			Three color			Full color		
Quantity	500	1000	2500	500	1000	2500	500	1000	2500	500	1000	2500
White, 3"x5"												
White, 8-1/2" x 11"												
White, 8-1/2" x 14"												
White, 11" x 17"												

NCR (include paper cost)	500	1000	2000	3000	5000
2 Part One Sided, 8.5 x 11					
3 Part One Sided, 8.5 x 11					
4 Part One Sided, 8.5 x 11					
5 Part One Sided, 8.5 x 11					
2 Part One Sided, 8.5 x 14					
3 Part One Sided, 8.5 x 14					
4 Part One Sided, 8.5 x 14					
5 Part One Sided, 8.5 x 14					
2 Part Two Sided, 8.5 x 11					
3 Part Two Sided, 8.5 x 11					
4 Part Two Sided, 8.5 x 11					
5 Part Two Sided, 8.5 x 11					
2 Part Two Sided, 8.5 x 14					
3 Part Two Sided, 8.5 x 14					
4 Part Two Sided, 8.5 x 14					
5 Part Two Sided, 8.5 x 14					
Tag stock – price per sheet					

Business Cards (Cougar Cover 80#)	One Sided	Two Sided
250 Cards Each		
500 Cards Each		
1000 Cards Each		
Letterhead (Cougar Opaque 70#)	Page One	Page Two
500 sheets (one ream)		
1000 sheets (two reams)		
1500 sheets (three reams)		
Envelopes (Cougar Opaque 60#)	Per box of 500	
Regular #10		
Window #10		

Miscellaneous Color Copies-price each	500	1000	2500	5000	10000	15000	20000	25000	50000
Single sided 8.5"x11" – color copies									
Number of days to print and deliver									
Double sided 8.5"x11" – color copies									
Number of days to print and deliver									
Single sided 8.5"x14" – color copies									
Number of days to print and deliver									
Double sided 8.5" x 14" – color copies									
Number of days to print and deliver									
Single sided 11" x 17" – color copies									
Number of days to print and deliver									
Double sided 11" x 17" – color copies									
Number of days to print and deliver									

Miscellaneous B/W Copies-price each	500	1000	2500	5000	10000	15000	20000	25000	50000
Single sided 8.5"x11" – black ink									
Number of days to print and deliver									
Double sided 8.5"x11" – black ink									
Number of days to print and deliver									
Single sided 8.5"x14" – black ink									
Number of days to print and deliver									
Double sided 8.5" x 14" – black ink									
Number of days to print and deliver									
Single sided 11" x 17" – black ink									
Number of days to print and deliver									
Double sided 11" x 17" – black ink									
Number of days to print and deliver									

Specific Print/Copy Jobs	500	1000	2500	5000	10000	15000	20000	25000	50000
Spring Clean-Up Brochure									
Number of days to print and deliver									
Leaf Program Brochure									
Number of days to print and deliver									
Door Hangers									
Number of days to print and deliver									

Books	20	25	30	40	50	70
CAFR Books						
Number of days to print and deliver						
Budget Books						
Number of days to print and deliver						

Forms	Qty	Price	UOM	Please state delivery
Chain of Custody Form	500/box		Ea or Bx (circle one)	
Sample Receipt Log	250 pg/book		Book	
Tank Hauler Ticket	1000/order		Each	
Poster Lamination (24"x36")	1-2 each		Each	

The City reserves the right to accept any portion of the work to be performed at its discretion

The undersigned has thoroughly examined the entire Request for Proposals and therefore submits the proposal and schedule of fees and services attached hereto.

This offer is firm and irrevocable for sixty (60) days after the time and date set for receipt of proposals.

The undersigned Offeror agrees to provide services and products in accordance with the terms and conditions contained in this Request for Proposal and as described in the Offeror's proposal attached hereto; as accepted by the City.

Prices in the proposal have not knowingly been disclosed with another provider and will not be prior to award.

- Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The individual signing this proposal certifies that he/she is a legal agent of the offeror, authorized to represent the offeror and is legally responsible for the offer with regard to supporting documentation and prices provided.
- Direct purchases by the City are tax exempt from Colorado Sales or Use Tax. Tax exempt No. 98-903544. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- City of Grand Junction payment terms are Net 30.
- Prompt payment discount of _____ percent of the net dollar will be offered to the City if the invoice is paid within _____ days after the receipt of the invoice.

ADDENDA: State number of Addenda received: _____.

Date: _____

 Company Name

 Authorized Representative

 Authorized Representative Signature

 Title

 Address of Offeror

 City, State, and Zip Code

 Phone Number

 Fax Number

 E-mail Address of Agent

 Cell Phone Number

Colorado Plant
2800 Printers Way
Grand Junction, CO 81506
(970) 242-3312



Utah Plant
1650 W 2650 S
Ogden, UT 84401
(801) 621-3335

Cpcneutek (formerly Colorado Printing Company) located at 2800 Printers Way, Grand Junction, CO 81506 is very interested in participating in the bid process and pursuing a partnership with the City of Grand Junction for part of its local print work.

The local Area Sales Manager for contact is

Melissa Archer-Muncaster

Direct Phone: 970-683-7892 Cell Phone: 970-261-8781

Email: Melissa.archer@cpcneutek.com

The project manager assigned to this project is

Carolyn Johnson

Direct Phone 970-683-7862

Email Carolyn.Johnson@cpcneutek.com

Cpcneutek has been in business since 1946 in the local Grand Junction , CO area. While it started out as a copy house and two color printer – CPCNeutek has grown into a 14 million dollar company with both digital and offset presses that has focus on the 4 color industry with emphasis on both commercial offset and packaging opportunities. Cpcneutek is an LLC that is owned and operated by 3 partners who have a long history and footprint within Grand Junction locally.

While the scope of the project is for printing and copying services – including letterhead , business cards, and other printing as may be deemed necessary in many iterations – our proposal and bids will only encompass the 4 color portion of the bid. Cpcneutek believes firmly in the concept of bringing value through expertise, specialization or a value added proposition and we will bid fairly on the areas where we believe we can create a beneficial partnership with the City. On those areas where we will not bring value – we will leave that to other local print experts who excel in those fields.

On the areas where we are bidding printing – we can implement usage and communication with the plant in a variety of ways.

All jobs or projects can be initiated by contacting either the Project Manager or the Area Sales Manager (phone or email is fine). Final order quantities can be estimated if they vary from what we have estimated in the bid process.

Cpcneutek is also willing to set up a webstore (called Web2print) with specific product lines set up where city employees can go in and place orders for predefined products that they may be using regularly. (Please advise if you would like to see a demo of this capability – we would be happy to provide one!) It has the advantage of ease of use – online ordering capabilities – and Net 30 day terms

This system can also be used for inventory management if that is a future discussion that the city would like to have on products.

Once an estimate is provided for the final quantity desired of a product – the employee can give the go ahead and place the order and provide the print ready files needed to produce the order.

CPCneutek will proof the job back to the client -either with a hard proof on an online proof if that is deemed acceptable. Once the proof has been approved (all jobs must be approved by the city before going to print) most smaller jobs will be produced within 72 hours and larger jobs will be produced within 5 – 7 business days from proof approval or the timeframe approved by CPCneutek and City of Grand Junction previously.

Delivery within the Grand Junction area is free of charge and will take place most days of the week.

Invoicing for projects do not bill until after the projects have delivered. Invoices are due on Net 30 day terms.

We have done large volumes of work for other clients who are happy to provide references for CPC work in both quality and timeliness with similar scopes:

Enstrom
Dan Lively
970.683.2495

Cranium 360 - Agency
Matthew Bremen
970-314-5991

Hopewest
Robin Owen 257-2369
Liz Smith 970-255-7255 Ext. 2255

Please let us know if you have any questions in regards to our bid. Cpcneutek looks forward to the opportunity to work with the City going forward.



**REQUEST FOR PROPOSALS
RFP-4702-19-SH**

PRINTING AND COPYING SERVICES

RESPONSES DUE:

November 13, 2019 prior to 2:30 PM Local Prevailing Time

Accepting Electronic Responses Only

Responses Only Submitted Through the Rocky Mountain E-Purchasing System

<http://www.bidnetdirect.com/colorado>

(Purchasing Representative does not have access or control of the vendor side of RMEPS.

If website or other problems arise during response submission, vendor MUST contact RMEPS to resolve issue prior to the response deadline. 800-835-4603)

PURCHASING REPRESENTATIVE:

Susan Hyatt

susanh@gjcity.org

970/244-1513

This solicitation has been developed specifically for a Request for Proposal intended to solicit competitive responses for this solicitation, and may not be the same as previous City of Grand Junction solicitations. All offerors are urged to thoroughly review this solicitation prior to submitting. Submittal by **FAX, EMAIL or HARD COPY IS NOT ACCEPTABLE** for this solicitation.

SECTION V: SOLICITATION RESPONSE FORM

RFP-4702-19-SH Printing/Copying Services

Offeror must submit entire Form completed, dated and signed.

PRICES LISTED ARE ALL-INCLUSIVE AS STATED IN SECTIONS C.6 AND C.18.

1. Provide a comprehensive list of the equipment you anticipate using to facilitate this contract.
2. **Insurance:** Insurance in the amount of \$1,000,000 will be required from the awarded vendor with the City marked as additional payee.
3. **Paper:** Provide the specifications for your commonly used white dual purpose 20# paper.

4. Price Matrix:

Colored ink – Specific PMS colors		Art Layout	90	/ hr
Collate singles	/ m	Staple		/ea.
Collate Minimum		Pad		/ea.
Fold	/m	Numbering		/ea.
Fold Minimum		Numbering Minimum		
Perforation	/m.	Shrink Wrap		/ea.
Perforation Minimum		Screens		/ea.
Score	/m.	Die cut		/ea.
Score Minimum		Die cut Set up		/ea.
Perforation/Score	/m.	Typesetting		
Perforation/Score Minimum		Per hour		/ea.
Drill	/m.	Paste-up per hour		/ea.
Drill Minimum		Binding		
Cutting (circle one)	ea/m	Comb		/ea.
Cutting minimum		Wiro		/ea.
Lamination – largest width available =	/in. /ft.	3-ring		/ea.
Composition	/ hr	Saddle Stitch		/ea.

Card Stock (include paper cost)	State qty price break			State qty price break			State qty price break			State qty price break		
	One color			Two color			Three color			Full color		
Quantity	500	1000	2500	500	1000	2500	500	1000	2500	500	1000	2500
White, 3"x5"										122	195	326
White, 8-1/2" x 11"										194	337	591
White, 8-1/2" x 14"										282	493	667
White, 11" x 17"										282	493	712

NCR (include paper cost)	500	1000	2000	3000	5000
2 Part One Sided, 8.5 x 11					
3 Part One Sided, 8.5 x 11					
4 Part One Sided, 8.5 x 11					
5 Part One Sided, 8.5 x 11					
2 Part One Sided, 8.5 x 14					
3 Part One Sided, 8.5 x 14					
4 Part One Sided, 8.5 x 14					
5 Part One Sided, 8.5 x 14					
2 Part Two Sided, 8.5 x 11					
3 Part Two Sided, 8.5 x 11					
4 Part Two Sided, 8.5 x 11					
5 Part Two Sided, 8.5 x 11					
2 Part Two Sided, 8.5 x 14					
3 Part Two Sided, 8.5 x 14					
4 Part Two Sided, 8.5 x 14					
5 Part Two Sided, 8.5 x 14					
Tag stock – price per sheet					

Business Cards (Cougar Cover 80#)	One Sided	Two Sided
250 Cards Each	26 (4 CP)	29 (4 CP)
500 Cards Each	28 (4 CP)	31 (4 CP)
1000 Cards Each	32 (4 CP)	35 (4 CP)
Letterhead (Cougar Opaque 70#)	Page One	Page Two
500 sheets (one ream)	119 (4CP)	29 (4CP)
1000 sheets (two reams)	179 (4CP)	58 (4CP)
1500 sheets (three reams)	269 (4CP)	87 (4CP)
Envelopes (Cougar Opaque 60#)	Per box of 500	
Regular #10	139 (4CP)	
Window #10	169 (4CP)	

Miscellaneous Color Copies-price each	500	1000	2500	5000	10000	15000	20000	25000	50000
Single sided 8.5"x11" – color copies	174	288	494	613	681	754	850	944	1515
Number of days to print and deliver	2-3 days	2-3 days	2-3 days	3-5 days	3-5 days	3-5 days	5-7 days	5-7 days	5-7 days
Double sided 8.5"x11" – color copies	187	298	504	769	845	924	1033	1140	1792
Number of days to print and deliver	2-3 days	2-3 days	2-3 days	3-5 days	3-5 days	3-5 days	5-7 days	5-7 days	5-7 days
Single sided 8.5"x14" – color copies	243	416	571	635	740	876	1016	1159	1976
Number of days to print and deliver	2-3 days	2-3 days	2-3 days	3-5 days	3-5 days	3-5 days	5-7 days	5-7 days	5-7 days
Double sided 8.5" x 14" – color copies	252	426	721	793	907	1060	1219	1381	2309
Number of days to print and deliver	2-3 days	2-3 days	2-3 days	3-5 days	3-5 days	3-5 days	5-7 days	5-7 days	5-7 days
Single sided 11" x 17" – color copies	243	416	583	674	890	1110	1337	1554	2669
Number of days to print and deliver	2-3 days	2-3 days	2-3 days	3-5 days	3-5 days	3-5 days	5-7 days	5-7 days	5-7 days
Double sided 11" x 17" – color copies	252	426	734	836	1086	1340	1522	1733	2938
Number of days to print and deliver	2-3 days	2-3 days	2-3 days	3-5 days	3-5 days	3-5 days	5-7 days	5-7 days	5-7 days

Miscellaneous B/W Copies-price each	500	1000	2500	5000	10000	15000	20000	25000	50000
Single sided 8.5"x11" – black ink	79	129	269	469	597	666	766	847	1316
Number of days to print and deliver	2-3 days	2-3 days	2-3 days	3-5 days	3-5 days	3-5 days	5-7 days	5-7 days	5-7 days
Double sided 8.5"x11" – black ink	111	186	398	545	686	769	872	959	1549
Number of days to print and deliver	2-3 days	2-3 days	2-3 days	3-5 days	3-5 days	3-5 days	5-7 days	5-7 days	5-7 days
Single sided 8.5"x14" – black ink	129	219	489	597	695	784	918	1057	1742
Number of days to print and deliver	2-3 days	2-3 days	2-3 days	3-5 days	3-5 days	3-5 days	5-7 days	5-7 days	5-7 days
Double sided 8.5" x 14" – black ink	183	319	498	585	743	897	1050	1243	2119
Number of days to print and deliver	2-3 days	2-3 days	2-3 days	3-5 days	3-5 days	3-5 days	5-7 days	5-7 days	5-7 days
Single sided 11" x 17" – black ink	129	219	489	597	695	784	918	1057	1742
Number of days to print and deliver	2-3 days	2-3 days	2-3 days	3-5 days	3-5 days	3-5 days	5-7 days	5-7 days	5-7 days
Double sided 11" x 17" – black ink	183	339	525	710	1049	1180	1398	1597	2729
Number of days to print and deliver	2-3 days	2-3 days	2-3 days	3-5 days	3-5 days	3-5 days	5-7 days	5-7 days	5-7 days

Specific Print/Copy Jobs	500	1000	2500	5000	10000	15000	20000	25000	50000
Spring Clean-Up Brochure	254	433	719	761	845	938	1056	1168	1734
Number of days to print and deliver	2-3 days	2-3 days	2-3 days	3-5 days	3-5 days	3-5 days	5-7 days	5-7 days	5-7 days
Leaf Program Brochure	254	433	719	761	845	938	1056	1168	1734
Number of days to print and deliver	2-3 days	2-3 days	2-3 days	3-5 days	3-5 days	3-5 days	5-7 days	5-7 days	5-7 days
Door Hangers	616	676	855	1499	1213	1444	1643	1708	2148
Number of days to print and deliver	2-3 days	2-3 days	2-3 days	3-5 days	3-5 days	3-5 days	5-7 days	5-7 days	5-7 days

Books	20	25	30	40	50	70
CAFR Books	1316	1394	1458	1753	1895	2181
Number of days to print and deliver	5-7 days	5-7 days	5-7 days	5-7 days	5-7 days	5-7 days
Budget Books	1556	1654	1832	2013	2188	2536
Number of days to print and deliver	5-7 days	5-7 days	5-7 days	5-7 days	5-7 days	5-7 days

Forms	Qty	Price	UOM	Please state delivery
Chain of Custody Form	500/box		Ea or Bx (circle one)	
Sample Receipt Log	250 pg/book		Book	
Tank Hauler Ticket	1000/order		Each	
Poster Lamination (24"x36")	1-2 each		Each	

The City reserves the right to accept any portion of the work to be performed at its discretion

The undersigned has thoroughly examined the entire Request for Proposals and therefore submits the proposal and schedule of fees and services attached hereto.

This offer is firm and irrevocable for sixty (60) days after the time and date set for receipt of proposals.

The undersigned Offeror agrees to provide services and products in accordance with the terms and conditions contained in this Request for Proposal and as described in the Offeror's proposal attached hereto; as accepted by the City.

Prices in the proposal have not knowingly been disclosed with another provider and will not be prior to award.

- Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The individual signing this proposal certifies that he/she is a legal agent of the offeror, authorized to represent the offeror and is legally responsible for the offer with regard to supporting documentation and prices provided.
- Direct purchases by the City are tax exempt from Colorado Sales or Use Tax. Tax exempt No. 98-903544. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- City of Grand Junction payment terms are Net 30.
- Prompt payment discount of _____ percent of the net dollar will be offered to the City if the invoice is paid within _____ days after the receipt of the invoice.

ADDENDA: State number of Addenda received: _____

Date: 11/11/19

CPCneutek

Company Name

Melissa Archer Muncaster
Authorized Representative Signature

2800 Printers Way

Address of Offeror

970-683-7892

Phone Number

melissa.archer@cpcneutek.com

E-mail Address of Agent

Melissa Archer-Muncaster

Authorized Representative

Area Sales Manager

Title

Grand Junction, CO 81506

City, State, and Zip Code

970-242-0360

Fax Number

970-261-8781

Cell Phone Number

Colorado Plant
2800 Printers Way
Grand Junction, CO 81506
(970) 242-3312



CPCNeutek.com

Utah Plant
1650 W 2650 S
Ogden, UT 84401
(801) 621-3335

Equipment List

Pre-press:

- Prepress NT server (2 –550 mhz CPU's, 1G RAM, Mirrored 10 Gig Sys, 250 Gig RAID)
- Monarch NT server(2-333 mhz CPU's, 512 mg RAM, Mirrored 9 Gig sys, 27 Gig RAID)
- Office/Goldmine NT server
- Web server (G3 333 Power Mac)
- Prinergy Connect server (2-2.4 ghz CPU's, 3G RAM, 500G RAID)
- 4-Epson 9900 Contract and Plotter Proofs (CGS Oris)
- X-rite II (IO table) Spectrophotometer for closed-loop color control.)
- Heidelberg Supersetter Platesetter
- Power Mac and IMac Workstations
- Dell workstations
- Esko Artios Cad Packaging Software
- Esko Kongsberg XE10 Cad Table (Packaging Comps)
- New Roland Versa packaging proofing system
 - Adobe Creative Suites
 - Esco Automation Engine
 - Esco Artwork NEO
 - Kodak Preps
 - Kodak Trendsetter
 - Epson Stylus Pro 9600 Proofer
 - Epson SureColor P8000

Software: (We accept files in...)

- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- PDF
- QuarkXpress

•Roll to Sheet Converting System:

Maxson Dual Knife Rotary Sheeter. 62 inch roll capacity with four towers and waste extraction system. Greatly reduces waste while improving press efficiencies!!

Presses

Offset:

2016 Heidelberg SX 102 – 8 COLOR PERFECTOR WITH AQ COATER

•Sheet size of 28" X 40" straight or perfecting. Max image area of 27.5 X 39" (straight or perfecting).

Maximum thickness – 24pt

- Prints up to 600 LPI while producing 15,000 sheets per hour, also while perfecting
- Continuous feed and delivery system – eliminates changing loads and wasting paper
- PerfectJacket impression cylinders are silicon coated titanium
- Automatic register control, plate clamping and wash-up central control
- Automatic InkLine distribution system for clean, efficient, and even coverage throughout the entire press run
- Inking system temperature control for optimized conditions
- Prinect Image Control – “Next Generation” – see supporting documentation

Heidelberg Speedmaster CD 74 - 8- LPL (prints 4+aqueous coating/4+aqueous coating in one pass, or up to 8 color + aqueous straight printing:

•Sheet size of 23 X 29-1/8 (straight or perfecting). Max image area of 22" x 29" (straight or perfecting). The smallest perfecting sheet size is 11.75" X 11"

•Maximum thickness 32 pt.

•Prints up to 600 LPI while producing 15,000 sheets per hour, also while perfecting

•PerfectJacket impression cylinders are silicon coated titanium

•Automatic register control, plate clamping and wash-up central control

•Automatic InkLine distribution system for clean, efficient, and even coverage throughout the entire press run

•Inking system temperature control for optimized conditions

•Special Packaging Retrofit - Press will print 4 colors apply AQ turn then print 4 colors and die cut up to 24pt board all in line!!

Heidelberg Speedmaster CD 102 – 6 COLOR WITH AQ COATER

•Sheet size of 28" X 40". Max image area of 27.5 X 39".

•Maximum thickness – 38 pt.,

•CPC 1.04 CP Tronics

•Tower Coater

•Auto Plate,

•Triple transfer cylinder

•Auto Blanket and roller wash,

•continuous feed and delivery

•speeds up to 12,000 sheets per hour

Ryobi 3302M - 2 Color Press

•Sheet size 13.39" x 17.72".

•Max image area of 12.99 x 17.24".

•Ryobi 3302M is a true two color offset press with two blankets and a shared impression cylinder

•Varn Kompac metered dampening system

•Speeds up to 10,000 sheets per hour

Digital:

HP Indigo digital press – 5600

- Sheet size of 12 ½ x 19
- Max image area 11 7/8 x 17 7/8
- Max thickness – 18pt
- W2P automated integration
- 6 colors
- Fusion Pro for high-speed text and image personalization - VDP
- Expressions software – creates personalized messaging out of any image

Xerox Color 1000i Press (Process + Clear Ink)

- Sheet size of 13 x 19.2
- Max print area of 12.83 x 19.05
- Rated Speed of 100 sheets per minute based on 8.5 x 11 4/0
- Closed-loop color process controls,
- Inline booklet maker finisher
- Square fold trimmer module
- 2400 x 2400 dpi,
- Specialty stock such as synthetics and polyesters
- +/- 0.5mm front to back registration, clear ink finish in line

Epson SurePress - Digital Label Press

- Sheet size of 13" x up to 36" repeat
- MicroPiezo Inkjet technology
- Variable droplet technology for smooth gradations and accurate colors
- White ink capability
- Very short run label solution
- 4 color process + green and orange for truer pms color matching, matches 98% of pms colors
- Standard self-adhesive label stock and film, semi-gloss, gloss and matte paper,
- BOPP, PET, Yupo, clear and metallic films

I Jet inkjet press

- Full color full bleed envelopes
- Coin size envelopes up to 9 x 12
- Full VDP integration for direct mail

XID 9300 Name Badge Printer

Videojet BX6600 Inkjet Printer – Graphics and addressing

Daco Rewind SI-330

Web Techniques WT25 Table Top Rewinder

Die Cutting, Foiling and Embossing:

Two - 12" x 18" Heidelberg Cylinder presses - Foil-stamping, embossing, and die-cutting

One - 29 x 41.3 Heidelberg Varimatrix - High speed Die-cutting and embossing.

Includes internal stripping and waste extraction stations. _

Flexo:

Mark Andy 2200 13" 8 color

- Sheet size of 13" x up to 24" repeat or sheeted
- Rated speed up to 500 fpm (feet per minute)
- Two station inline die cut, inline lamination, inline slitting,
- Dual cantilevered rewinds, Powerscope 3000 viewing system with 17" monitor,
- 8 UV stations, 3 water stations, web turnbar with delam/relam
- Standard self-adhesive label stock and film, semi-gloss, gloss and matte paper,
- BOPP, PET, Yupo, clear and metallic films

Wide Format:

Agfa Jeti Mira MG2732 S/HS – (Rigid and Roll wide format)

- Rigid Sheet size of 8.82 ft. x 10.46 ft., print area is the same
- Roll to Roll sheet size 6.72 ft. x depends on roll length, print area is the same
- Speeds vary based on resolution. Resolutions from 600 x 600 up to 700 x 1200 dpi
- Thickness up to 2", Six color + White ink, High pigment UV inks, 7pl droplet size producing stunning detail and text down to 4 point type, virtually unlimited substrates

Seal 54 Laminator

Graphtec CE600 Plotter Cutter

Gerber 408 CNC Router

FSC Fletcher A Frame Cutter

Bindery:

- 2 - Polar 115 Cutting systems with 8 inch throat and COMPUCUT
- ST400 saddle stitcher / booklet maker 6 Pocket with 1 hand feed option
- 3- Heidelberg continuous folders. One with gatefold capabilities.
- 2- MBO Folder with parallel, right angle and gatefold capabilities
- Kolbus 22 pocket perfect binder
- Bostitch Stitcher
- USP 13 Universal Speed Punch - Comb binding, Wiro binding, Velo binding and Color Coil binding. Punches up to 120,000 sheets per hour!!
- 2 - Shrink Wrapper
- 5 hole drill
- 20 Tower collator
- Roll label applicator

- Tec Lighting MegaCoat 45" UV Coater
- Tec Lighting XC29-1-3A UV Coater
- Heidelberg 6 pocket + cvr ST270 Stitcher
- Heidelberg Stahlfolder RD66 6/6/4
- Stahl Folder 1220C-4-P-3
- Polar 115ED Cutter
- Polar 78 ES Cutter
- Shanklin F5A Shanklin T-7XL Shrink tunnel
- Kombi Shrink Wrapper KR-1
- Lantech Shrink Wrapper ST-700 Arpac Shrink Tunnel L-18
- Rollem 40" TR Score and perf machine
- Kansa Padder Series 3 XP283
- LEDCO Laminator
- Duplo DC-1 three tower 30 pocket collator

Offline UV Coating:

Sakuri 102 SC

- Up to 48" sheet
- 2000 per hour
- Can do screen UV for spot, flood, or raised UV

Gluing:

Heidelberg Easygluer 100

- High speed packaging gluer
- Straight line folding cartons,
- Lock-bottom cartons,
- 4 and 6 corner collapsible boxes
- Double -wall cartons.

Mail house:

Two - VideoJet Print Pro Digital Imaging Systems.

- Runs up to 50,000 pieces per hour with full mail sorting. Inkjets over AQ, UV and lamination

Two - Bell Howell 6 pocket envelope inserters

Three - high speed Tabbers

SECTION IV: EVALUATION CRITERIA AND FACTORS

A Evaluation: An evaluation team shall review all responses and select the proposal or proposals that best demonstrate the capability in all aspects to perform the scope of services and possess the integrity and reliability that will ensure good faith performance.

B Intent: Only respondents who meet the qualification criteria will be considered. Therefore, it is imperative that the submitted proposal clearly indicate the firm's ability to provide the services described herein.

Submittal evaluations will be done in accordance with the criteria and procedure defined herein. The City reserves the right to reject any and all Statements. The following parameters will be used to evaluate the submittals (in no particular order of priority):

- Quality of Proposal
- Understanding of the project and objectives
- Experience
- Qualifications & Team
- Strategy & Implementation Plan
- Demonstrated capability
- References
- Fees
- Ability to pick up and deliver jobs on a daily basis

C Interviews: The City may invite the most qualified rated proposers to participate in an interview process.

D Award: Firms shall be ranked or disqualified based on the criteria listed in Section IV.B. The City reserves the right to consider all of the information submitted and/or oral presentations, if required, in selecting the project Contractor.