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CITY OF Grand Junction COLORADO
PURCHASING DIVISION

CONTRACT RENEWAL

Contract Number: 5872-26-KF
Date: February 11, 2026
Firm: Precision Printing Inc.
Description: Citywide Printing Services
Renewal Term: First (1st) Annual Renewal

Contract Renewal Notification

The City of Grand Junction hereby exercises the **first** annual renewal option for Contract No. 5872-26-KF with Precision Printing Inc. for the continued provision of Citywide Printing Services.

Insurance Requirements

The insurance provisions are hereby clarified and modified as follows:

1. Technology-related Errors and Omissions and Cyber Liability Insurance
   The requirement for Technology-Related Errors and Omissions Insurance and Cyber Liability Insurance is waived based on the Firm's current scope of work. The Firm does not access, store, transmit, or process City data, including personally identifiable information (PII), nor does it interact with the City's internal technology systems or infrastructure in a manner that would otherwise necessitate this coverage.

   However, if at any point the Firm is requested or required to receive, access, or process City data that includes PII or other sensitive information, the Firm must immediately notify the City and either decline to receive such data or obtain appropriate Technology E&O and Cyber Liability Insurance coverage prior to proceeding.

All other terms and conditions set forth in the original Contract dated October 24, 2024, and issued under RFP-5426-24-KF, shall remain in full force and effect throughout the duration of this renewal term.

The contract renewal shall remain in effect through December 31, 2026, and covers services provided on an as-needed basis.

CITY OF GRAND JUNCTION, COLORADO

DocuSigned by:
By: Duane Hoff Jr.
9F789E7D30F14BC...

Duane Hoff, Jr., Contract Administrator

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FIRM ACKNOWLEDGEMENT

Receipt of this Contract Renewal is hereby acknowledged.

Firm: Precision Printing

By: DocuSigned by: Randy Greathouse 8AD87CBD19204E9...

Name: Randy Greathouse randy@ppgj.com

Title: President

Date: 2/22/2026

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CITY OF Grand Junction COLORADO
PURCHASING DIVISION

CITY OF GRAND JUNCTION, COLORADO

****

CONTRACT

This CONTRACT made and entered into this 16th day of October 2024, 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 **Precision Printing** hereinafter in the Contract Documents referred to as the "Firm."

WITNESSETH:

WHEREAS the Owner advertised that sealed Proposals would be received for furnishing all labor, materials, equipment, and professional skills necessary to produce the requirements of the Contract Documents known as the **Citywide Printing Services RFP-5426-24-KF**.

WHEREAS, the Contract has been awarded to the above-named Firm by the Owner and said Firm is now ready, willing, and able to perform the Services specified in the following Contract Documents.

The Owner reserves the right to make multiple awards to firms deemed responsive and responsible for this solicitation process. Quantities and scopes for each category listed below may vary based on departmental needs and as specific jobs are requested of the Firm. The Categories awarded to **Precision Printing** are as follows:

Envelopes, Letterhead
NCR Forms
Color Copying (Printing)
Black and White Copying (Printing)
Specific Print/Copy Jobs: postcards, door hangers, etc.
Forms
Miscellaneous print jobs as needed and required

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

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

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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 including all Addenda: **Citywide Printing Services RFP-5426-24-KF**
c. Firm's Response to the Solicitation
d. Service Change Requests (directing changed Services to be performed)
e. Amendments

ARTICLE 2

Definitions: The clauses provided in the Solicitation apply to the terms used in the Contract and all the Contract Documents.

ARTICLE 3

Contract Services: The Firm agrees to furnish all labor, tools, supplies, equipment, materials, professional skills, and all that is necessary and required to complete the tasks associated with the Services described, set forth, shown, and included in the Contract Documents as indicated in the Solicitation Documents.

ARTICLE 4

Contract Price and Payment Procedures: The Firm shall accept as full and complete compensation for the performance and completion of all of the Services specified in the Contract Documents, the rate amounts as stated in the Firm's submitted proposal. If this Contract contains unit price pay items, the Contract price shall be adjusted by the actual quantities of items completed and accepted by the Owner at the unit prices quoted in the Solicitation Response. 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 Amendment or another written directive of the Owner. The Owner shall not issue an Amendment or other written directive that requires additional Services to be performed, which Services cause the aggregate amount payable under this Contract to exceed the amount appropriated for this Work, unless and until the Owner provides the Firm written assurance that lawful appropriations to cover the costs of the additional work have been made.

Unless otherwise provided in the Solicitation, monthly partial payments shall be made as the Services progresses. Applications for partial and Final Payment shall be prepared by the Firm and approved by the Owner following the Solicitation.

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ARTICLE 5

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

ARTICLE 6

Severability: If any part, portion, or provision of the Contract shall be found or declared null, void, or unenforceable for any reason whatsoever by any court of competent jurisdiction or any governmental agency having the authority thereover, only such part, portion, or provision shall be affected thereby and all other parts, portions, and provisions of the Contract shall remain in full force and effect.

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

The Contract is executed in two counterparts.

CITY OF GRAND JUNCTION, COLORADO

DocuSigned by:

By: Duane Hoff Jr. 11/7/2024

Duane Hoff Jr., Contract Administrator Date

Precision Printing

DocuSigned by:

By: Randy Greathouse 11/5/2024

Randy Greathouse, President Date

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CITY OF Grand Junction COLORADO
PURCHASING DIVISION

Request for Proposal
RFP-5426-24-KF

Citywide Printing Services

RESPONSES DUE:
June 4, 2024, before 1:00 p.m. (Mountain Time)

Accepting Electronic Responses Only
Submitted Through the
Rocky Mountain E-Purchasing System (RMEPS)
https://www.bidnetdirect.com/colorado/city-of-grand-junction

(Purchasing Agent does not have access or control of the Vendor side of RMEPS. If the website or other problems arise during response submission, the Offeror MUST contact RMEPS to resolve the issue before the response deadline 800-835-4603)

NOTE: All City solicitation openings will be held virtually, information is in Section 1.8.

Purchasing Agent:
Kathleen Franklin
kathleenf@gjcity.org
970-244-1513

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REQUEST FOR PROPOSAL

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REQUEST FOR PROPOSAL

Section 1.0: Administrative Information & Conditions For Submittal

1.1. Americans with Disability Act (ADA) Compliance Mandate: Following HB21-1110. all documents produced and submitted in response to this solicitation must adhere to the provisions outlined in §§24-85-101, C.R.S., and subsequent sections, as well as the Accessibility Standards for Individuals with a Disability, as established by the Office of Information Technology under section §24-85-103 (2.5), C.R.S. Additionally, all documents must align with the State of Colorado's technology standards related to accessibility, including Level A.A. conformity with the latest iteration of the Web Content Accessibility Guidelines (WCAG) as integrated within the State of Colorado's technology standards.

1.2. Required Review: The Offeror is responsible for thoroughly reviewing all solicitation documentation to gain a comprehensive understanding of the scope, specifications, project requirements, and all associated rules, regulations, laws, conditions, instructions, and procurement policies related to the solicitation process and the Project or Work outlined in this Request for Proposal.

1.3. Issuing Office: The Request for Proposal (RFP) is issued by the City of Grand Junction (City). The Purchasing Agent responsible for the conduct of this procurement is:

Kathleen Franklin
kathleenf@gjcity.org

Except for pre-bid or site visit meeting(s) all inquiries, concerns, clarifications, or communication about this solicitation, including process, specifications, and project scope, must be in writing to the Purchasing Agent. Other communication may result in disqualification.

1.4. Purpose: The City of Grand Junction, Colorado, invites proposals from qualified Firm(s) to deliver comprehensive on-call printing services. These services are intended to support all City departments, following the detailed requirements and objectives specified and stated herein under the terms and conditions of this RFP.

1.5. The Owner: The City is the "Owner" which will act by and through its authorized representative(s); "Owner" or "City" may be used interchangeably throughout this Solicitation.

1.6. Compliance: All Offerors, by submitting a proposal, commit to adhere to all conditions, requirements, and instructions in this RFP as stated or implied herein or modified by addenda. Should the Owner omit anything necessary to the clear understanding of the requirements, or should it appear that various instructions conflict, the Offeror(s) shall secure instructions from the Purchasing Agent before the submittal deadline.

1.7. Procurement Process: The 2023 version of the City Procurement Policy applies to this Solicitation.

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1.8. Submission: Refer to Section 5.0 of this Solicitation for the Preparation and Submittal Instructions. Proposals must adhere to the specified format outlined in Section 5. Failure to comply with the formatting requirements may result in the proposal(s) being deemed non-responsive. To participate in the solicitation opening, please use the provided information and link:

Solicitation Opening, Citywide Printing Services, RFP-5426-24-KF
June 4, 2024, 1:00 – 1:30 PM (America/Denver)

Please join the meeting from your computer, tablet, or smartphone.
https://meet.goto.com/550889341

Dial in using a phone.
Access Code: 550-889-341
United States: +1 (224) 501-3412

Join from a video-conferencing room or system.
Meeting ID: 550-889-341
Dial in or type: or inroomlink.goto.com
Or dial directly: 550889341@67.217.95.2 or 67.217.95.2##550889341

Get the app now and be ready when your first meeting starts:
https://meet.goto.com/install

1.9. Public Disclosure: Under the Colorado Open Records Act (CORA), all information within any bid or proposal is subject to public disclosure. Upon the issuance of an award, both the solicitation file and the proposal(s) contained therein are subject to a CORA request. In instances of Solicitation or Project cancellation, public disclosure is contingent upon adherence to pertinent laws.

1.10. Altering Proposals: Any alterations made before the opening date and time, must be initiated by the Offeror. Proposals may not be altered or amended after the submission deadline.

1.11. Withdraw of Proposals: A proposal must be firm and valid for award and may not be withdrawn or canceled by the Offeror for sixty (60) days following the submittal deadline date, and only before award.

1.12. Acceptance of Proposal Content: The Proposal selected by the Owner shall become a part of the Contract Documents. Failure of the successful Offeror to accept the obligations in the Contract shall result in cancellation of the award and such Offeror shall be removed from future solicitations. When a Contract is executed by and between the Offeror and the City, the Offeror may be referred to as the "Consultant" or "Firm."

1.13. Addenda: Official response to questions, interpretations, corrections, and changes to this solicitation or extensions to the opening/receipt date will be made by the Purchasing Agent by a written Addendum to the solicitation. The sole authority to authorize addenda shall be vested in the Purchasing Division. Addenda will be issued electronically through BidNet Direct Rocky Mountain E-Purchasing System website at

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https://www.bidnetdirect.com/colorado/city-of-grand-junction. An Offeror(s) must acknowledge receipt of all addenda in the proposal(s).

1.14. Exceptions and Substitutions: All proposals meeting the intent of this RFP will be considered for award. An Offeror taking exception to the specifications does so at the Offeror's risk. The Owner reserves the right to accept or reject any or all substitutions or alternatives. When offering substitutions and/or alternatives, the Offeror must state any exception(s) in the section to which the exception(s) pertain(s). Exception/substitution, if accepted, must meet, or exceed the stated intent and/or specification(s). The absence of stated exception(s) indicates that the Offeror has not taken exception(s), and if awarded a Contract, shall hold the Offeror responsible for performing in strict accordance with the Contract Documents.

1.15. Confidential Material: All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after the Contract award. "**Proprietary or Confidential Information"** is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information identified with the words "***Confidential Disclosure***" and uploaded as a separate document may establish the information as confidential or proprietary. Any material the Offeror(s) intends to be treated as confidential or proprietary in nature must include a written explanation for the request. Consistent with the Colorado Open Records Act (CORA), the request shall be reviewed and decided by the Owner. If denied, the Offeror will have the opportunity to withdraw its proposal or to remove confidential or proprietary information. Neither cost nor pricing information nor the entire proposal may be claimed as confidential or proprietary.

1.16. Response Material Ownership: All proposals become the property of the Owner upon receipt and may only be returned to the Offeror at the Owner's option. Selection or rejection of the proposal shall not affect this right. The Owner shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP, subject to limitations in the materials marked as "Confidential Material." Disqualification of a proposal does not eliminate the City's right.

1.17. Minimal Standards for Responsible Prospective Offerors: The Offeror must affirmatively demonstrate its responsibility. A prospective Offeror must meet the following minimum requirements:

- Be able to comply with the required or proposed schedule.
- Have a satisfactory record of performance of projects of similar scope and size.
- Have a satisfactory record of integrity and ethics.
- Be otherwise qualified and eligible to receive an award and enter into a Contract with the Owner.

1.18. Sales Tax: The Owner is exempt from State, County, and Municipal Taxes and Federal Excise Tax; therefore, all fees shall not include taxes.

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1.19. Public Opening: Proposal(s) shall be opened publicly in a virtual meeting following the proposal deadline. Offerors, representatives, and interested persons may be present. Proposals shall be received and acknowledged for the disclosure of the process. Only the company name(s) and business location of the proposing Offeror(s) will be disclosed.

Section 2.0: General Contract Terms and Conditions

2.1. Acceptance of RFP Terms: A proposal submitted in response to this RFP shall constitute a binding offer which shall be acknowledged by the Offeror on the Letter of Interest or Cover Letter. The Offeror must be legally authorized to execute a Letter of Interest or Cover Letter together with contractual obligations. By submitting a proposal, the Offeror accepts all terms and conditions including compensation, as set forth herein/the Contract Documents. An Offeror shall identify clearly and thoroughly any variations between its proposal and the Owner's requirements. Failure to do so may be deemed a waiver of any right(s) to subsequently modify the term(s) of performance, except as specified in the RFP. 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 before a determination by the Owner of non-responsiveness based on the submission of nonconforming terms and conditions.

2.2. Execution, Correlation, Intent, and Interpretations: The Contract Documents shall be signed by the Owner and the Firm. By executing the Contract, the Firm represents that it has familiarized itself with the conditions under which the Service is to be performed and correlated its observations with the requirements of the Contract Documents. The Contract Documents are complementary, and what is required by anyone, shall be as binding as if required by all. The Contract Documents intend to include all labor, materials, equipment, services, and other items necessary for the proper execution and completion of the Scope of Services as defined in the technical specifications contained herein.

2.3. Permits, Fees, & Notices: The Firm shall secure and pay for all permits, governmental fees, training certifications, and licenses necessary for the proper execution and completion of the Services. The Firm shall give all notices and comply with all laws, ordinances, rules, regulations, and orders of any public authority, including the City, bearing on the performance of the Service(s). If the Firm observes that any of the Contract Documents are at variance in any respect, it shall promptly notify the Purchasing Agent in writing, and necessary changes will be made to reconcile the variation as determined to be in the best interest of the City. If the Firm performs any Services knowing it to be contrary to such laws, ordinances, rules, and regulations, and without such notice to the Owner, it shall assume full responsibility and shall bear all costs attributable to the non-conforming Services.

2.4. Responsibility for those Performing the Services: The Firm shall be responsible to the Owner for the acts and omissions of all its employees and all other persons performing any of the Services under the Contract.

2.5. Payment & Completion: The Contract Sum is stated in the Contract and is the total amount payable by the Owner to the Firm for the performance of the Service(s) under the Contract. Upon receipt of written notice that the deliverable(s) is ready for final inspection

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and acceptance and upon receipt of the invoice for payment, the Owner's Project Manager will promptly make such inspection and, when the Owner finds the Service(s) acceptable under the Contract and the Contract fully completed, the Owner shall make payment in the manner provided in the Contract Documents. Partial payments will be based upon estimates prepared by the Firm, of the value of Service(s) performed per the Contract Documents. The Service(s) performed by the Firm shall follow generally accepted professional practices and the level of competency presently maintained by other practicing professional Firms in the same or similar type of Service(s) in the community. The Service(s) to be performed by the Firm hereunder shall be done in compliance with applicable laws, ordinances, rules, and regulations.

2.6. Protection of Persons and Property: The Firm shall comply with all applicable laws ordinances, rules, regulations, and orders of any public authority having jurisdiction for the safety of persons or property or to protect it from damage, injury, or loss.

2.7. Changes in the Services: The Owner, without invalidating the Contract, may order changes in the Services within the general scope of the Contract consisting of additions, deletions, or other revisions. All such changes in the Services shall be authorized by Change Order/Amendment and shall be executed under the applicable conditions of the Contract. A Change Order/Amendment is a written order to the Firm signed by the Contact Administrator issued after the execution of the Contract, authorizing a change in the Services or an adjustment in the Contract sum or the Contract time.

2.8. Minor Changes in the Services: The Owner shall have the authority to order minor changes in the Services not involving an adjustment in the Contract Sum or an extension of the Contract Time and not inconsistent with the intent of the Contract.

2.9. Correction of Services/Work: The Firm is responsible for promptly correcting any deficiencies, defects, or non-conformances in the delivered services or work to ensure compliance with the Contract. Upon discovery of such issues, the Owner shall promptly notify the Firm. All corrective actions must be completed within the project's specified timeline. The Firm bears all costs associated with correcting rejected work, including any additional services required. Failure to address these issues within the specified timeframe may result in the Owner seeking services from an alternative provider at the Firm's expense.

2.10. Acceptance Not Waiver: The Owner's acceptance or approval of Service(s) furnished hereunder shall not in any way relieve the Firm(s) of its responsibility to maintain the high quality, integrity, and timeliness of its Services. The Owner's approval or acceptance of, or payment for, any Services shall not be construed as a future waiver of any right(s) under the Contract, or of any cause of action arising out of performance under this Contract.

2.11. Change Order/Amendment: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the Contract. All amendments to the Contract shall be made in writing by the Contract Administrator.

2.12. Assignment: The Firm shall not sell, assign, transfer, or convey the Contract resulting from this RFP, in whole or in part, without the prior written approval from the Owner.

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2.13. Compliance with Laws: Proposals must comply with all Federal, State, County, and local laws governing the Service and the fulfillment of the Service(s) for and on behalf of the public. The Firm hereby warrants that it is qualified to assume the responsibilities and render the Services described herein and has all requisite corporate authority and professional licenses in good standing as required by law.

2.14. Debarment/Suspension: The Firm hereby certifies that the Firm is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any governmental department or agency.

2.15. Confidentiality: All information disclosed by the Owner to the Offeror and/or the Firm for the Services to be performed or information that comes to the attention of the Firm during the course of performing such Services is to be kept strictly confidential.

2.16. Conflict of Interest: No public official and/or Owner employee shall have interest in the Contract resulting from this RFP.

2.17. Contract: This solicitation, submitted documents, and any negotiations, when properly accepted by the Owner, shall constitute an enforceable agreement equally binding between the Owner and the Firm. The Contract represents the entire and integrated agreement between the City and the Firm and supersedes all prior negotiations, representations, or agreements, either written or oral, including the solicitation documents. The Contract may be amended or modified only with Amendment.

2.18. Cancelation of Solicitation: Any solicitation may be canceled by the Owner or any solicitation response by a Firm may be rejected in whole or in part when it is in the best interest of the City.

2.19. Contract Termination: The Contract shall remain in effect until any of the following occurs: (1) Contract expires; (2) completion of Services; (3) final 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.

2.20. Employment Discrimination: During the performance of any Services, the Firm agrees to:

2.20.1. 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 Firm. The Firm agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

2.20.2. In all solicitations or advertisements for employees placed by or on behalf of the Firm, shall state that such Firm is an Equal Opportunity Employer.

2.20.3. Notices, advertisements, and solicitations placed under federal law, rule, or regulation shall be deemed sufficient for meeting the requirements of this section.

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2.21. Immigration Reform and Control Act of 1986 and Immigration Compliance: The Firm certifies that it does not and will not during the performance of the Contract employ personnel without authorization services or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 and/or law regulating immigration compliance.

2.22. Ethics: The Firm shall not accept or offer gifts or anything of value and/or enter into any business arrangement with any employee, official, or agent of the Owner.

2.23. Failure to Deliver: In the event of failure of the Firm to perform under the Contract, the Owner, after due oral or written notice, may procure Services from other sources and hold the Firm responsible for all costs resulting in the purchase of additional Services and materials necessary to perform the Service(s). This remedy shall be in addition to any other remedies that the Owner may have.

2.24. 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 of the Contract at any time under the terms thereof.

2.25. Force Majeure: The Firm 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 Firm unless otherwise specified in the Contract.

2.26. Indemnification: The Firm shall defend, indemnify, and save harmless the Owner 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, subcontractor or supplier in the execution of, or performance under, the Contract which may result from proposal award. The Firm shall pay any judgment with costs which may be obtained by and/or against the Owner arising out of or under the performance or non-performance.

2.27. Independent Firm: The Firm shall be legally considered an independent of the 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, or any other amounts for benefit(s) 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 to its employees.

2.28. Ownership: All documents, plans, concepts, and work prepared under the Contact, *etc.*, created by the Firm for this Service, shall become the property of the Owner. All information furnished by the Owner is and shall remain the Owner's property.

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2.29. Patents/Copyrights: The Firm agrees to protect the Owner from any claims involving infringements of a patent(s) and/or copyright(s) and/or other intellectual property protection. In no event shall the Owner be liable to the Firm for any claims, damages, awards, and/or costs of defense arising on the grounds of patent(s)/copyright(s) infringement. Patent/copyright infringement shall null and void any agreement resulting from response to this Solicitation.

2.30. Governing Law: Any agreement as a result of responding to this RFP shall be deemed to have been made in, and shall be construed and interpreted by, the laws of the City of Grand Junction, Mesa County, Colorado. Any action arising out of or under this Solicitation and/or Contract shall be in District Court 21st Judicial District, Mesa County, Colorado.

2.31. Expenses: Expenses incurred in the preparation, submission, and presentation of a proposal in response to this solicitation are the responsibility of the Firm and shall not be charged to the Owner.

2.32. Sovereign Immunity: The Owner specifically reserves and asserts its rights to sovereign immunity under Colorado Law.

2.33. Public Funds/Non-Appropriation of Funds: Funds for payment have been provided through the Owner's budget approved by the City Council for the stated fiscal year only. Colorado law prohibits the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated obligations that may arise past the end of the stated Owner's fiscal year shall be subject to budget approval. The Contract will be subject to and provide a non-appropriation of funds clause under Colorado law.

2.34. Collusion Clause: Each Offeror, by submitting a proposal, certifies that it is not involved in any collusive action(s) or activity(ies) that may violate applicable federal or state antitrust laws, rules, and/or regulations. Any proposal(s) found to have evidence or reasonable belief of collusion among the Offerors will be rejected. The Owner reserves the right, at its discretion, to accept future proposals for the same service(s) or work from participants identified in such collusion.

2.35. Gratuities: The Firm certifies and agrees that no gratuities or kickbacks 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 Firm breaches or violates this warranty, the Owner may, at its discretion, terminate the Contract without liability to the Owner.

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

2.37. Default: The Owner reserves the right to terminate the Contract in the event the Firm fails to meet delivery or completion schedules, or otherwise perform under the Contract. Breach of Contract or default authorizes the Owner to purchase like services elsewhere and charge the full cost to the defaulting Firm.

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2.38. Multiple Offers: If an Offeror submits more than one proposal, THE ALTERNATE PROPOSAL must be marked "Alternate PROPOSAL". The Owner reserves the right to make the award in the best interest of the Owner.

2.39. 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 Offeror and the participating Firms. All participating entities will be required to abide by the specifications, terms, conditions, and prices 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 its jurisdiction. Other participating entities will place its own awards on its respective Purchase Orders through its purchasing offices or use its purchasing cards 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 "piggyback" on the solicitation. Orders placed by participating jurisdictions under the terms of this solicitation will indicate its specific delivery and invoicing instructions.

2.40. Definitions:

2.40.1. "City" or "Owner" is the City of Grand Junction, Colorado, and is referred to throughout the Contract Documents.

2.40.2. "Consultant" or "Contractor" or "Firm" is the individual, organization, entity, or consultant identified as such in the proposal and throughout the Contract. The term encompasses the Consultant, Contractor, Firm, or its authorized representative(s).

2.40.3. "Deliverable" refers to any tangible or intangible work product, report, document, presentation, or other output produced by the Firm(s) as part of the Service(s). All deliverables must comply with the Americans with Disabilities Act (ADA) and HB21-1110, which mandates adherence to the provisions outlined in §§24-85-101, C.R.S., and subsequent sections, as well as the Accessibility Standards for Individuals with a Disability established by the Office of Information Technology under section §24-85-103(2.5), C.R.S. Additionally, all documents must align with the State of Colorado's technology standards related to accessibility, including Level A.A. conformity with the latest iteration of the Web Content Accessibility Guidelines (WCAG) as integrated within the State of Colorado's technology standards.

2.40.4. "Job," "Project," or "Work" refers to the endeavor outlined in this solicitation to create the product, service, or deliverable.

2.40.5. "Key Personnel" designate the crucial individual(s) from the Firm essential for the successful execution and completion of the Project. The individual(s) will possess specialized skills, knowledge, or experience required for the Project's specific scope of work.

2.40.6. "Offeror" refers to the person(s) legally authorized by the Firm to make an offer and/or submit a response fee proposal in response to the RFP.

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2.40.7. "Services" includes all labor, materials, equipment, and/or professional skills necessary to produce the requirements of the Contract Documents.

2.40.8. "Subcontractor" is a person(s) or organization that has a direct contract with the Firm to perform any of the service(s). The term subcontractor is referred to throughout the Contract and means the subcontractor or its authorized representative.

2.41. Public Disclosure Record: If the Offeror knows its employee(s) or subcontractors having an immediate family relationship with an Owner employee or elected official, the Offeror must provide the Purchasing Agent with the name(s) of the individuals. The individuals are required to file a "Public Disclosure Record", and/or a statement of financial interest, before conducting business with the Owner.

Section 3.0: Insurance Requirements

3.1. Insurance Requirements: The selected Firm agrees to procure and maintain, at its own cost, policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the Firm according to the Contract. Such insurance shall be in addition to any other insurance requirements imposed by the Contract or by law. The Firm shall not be relieved of any liability, claims, demands, or other obligations assumed under the Contract because it failed to procure or maintain insurance in sufficient amounts, durations, or types.

The Firm shall procure and maintain and, if applicable, shall cause any subcontractor of the Firm to procure and maintain insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurers acceptable to the Owner. All coverage shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Firm under the Contract. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Minimum coverage limits shall be as indicated below unless specified otherwise in the Special Conditions:

(a) Worker Compensation: The Firm shall comply with all State of Colorado Regulations concerning Workers' Compensation and other statutory insurances as required.

(b) Commercial General Liability insurance with minimum combined single limits of:

ONE MILLION DOLLARS ($1,000,000) each occurrence and

TWO MILLION DOLLARS ($2,000,000) aggregate.

The policy shall apply to all premises, products, and completed operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall include coverage for explosion, collapse, and underground hazards. The policy shall contain a severability of interest provision.

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(c) Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than:

ONE MILLION DOLLARS ($1,000,000) each occurrence and

ONE MILLION DOLLARS ($1,000,000) aggregate

Concerning each of the Firm's owned, hired, or non-owned vehicles assigned to be used in the performance of the Services/Work.

(d) Professional Liability & Errors and Omissions Insurance policy with a minimum of:

ONE MILLION DOLLARS ($1,000,000) each occurrence

ONE MILLION DOLLARS ($1,000,000) aggregate

This policy shall provide coverage to protect the Firm against liability incurred because of the professional services performed because of responding to this Solicitation.

(e) Technology-related errors and omissions liability and cyber-liability coverage with limits of:

TWO MILLION ($2,000,000) each occurrence and

TWO MILLION ($2,000,000) aggregate

The policy shall contain a severability of interest provision.

3.2. Additional Insured Endorsement: The policies required by paragraphs (b), (c), and (e) above shall be endorsed to include the City of Grand Junction, its elected and appointed Officials, employees, and volunteers as Additional Insureds. Every required policy above shall be primary insurance, and any insurance carried by the Owner, its officers, or its employees, or carried by or provided through any insurance pool of the Owner, shall be excess and not contributory insurance to that provided by the Firm. The Firm shall be solely responsible for any deductible losses under any policy required above.

Section 4.0: Specifications/Scope of Services

4.1. General/Background: The City routinely requires printing, publishing, and reproduction services on an on-call or as-needed basis to meet diverse demands throughout the year. These services encompass a wide range of printed materials, including calendars, NCR forms, business cards, letterhead, envelopes, single sheets, continuous forms, brochures, reports, postcards, promotional materials, booklets, and various other pamphlets. The scope of work may vary depending on departmental needs and project requirements. Providing context, the City comprises 860 full-time employees and an estimated 385 seasonal employees across seventeen (17) departments.

4.2. Specifications/Scope of Service: City departments and divisions require comprehensive printing services for diverse projects, internal processes, and local events. Projects span a wide range, from simple print jobs to complex government reports, with job sizes varying from a few booklets to multiple bound manuals. These projects may

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involve various services, with timely delivery being paramount. The City reserves the right to adjust services throughout the contract's duration. Any necessary service not explicitly outlined in this specification but aligning with identified needs will be considered a requirement. While some projects may be handled internally, others will be outsourced to the awarded Firm(s). The Firm will provide all necessary paper products for each job, varying on a job-by-job basis. Design, layout, and composition assistance may be required.

4.2.1. Accessibility Compliance: All jobs, outputs, orders, and deliverables must adhere to Colorado HB21-1110, ensuring alignment with the State of Colorado's accessibility standards.

4.2.2. Artwork: All City-requested jobs or projects must be accompanied by camera-ready copies, digital files, or die artwork. Electronic files, including those created in MS Office, Print Shop, Word, Excel, Publisher, Adobe, etc., are acceptable forms of camera-ready artwork.

4.2.3. Coordination: The successful Firm(s) will collaborate directly with City employees for as-needed orders throughout the year. Interactions may involve in-person meetings at either the City's various offices or the Firm(s) office to finalize order details or to facilitate delivery and/or pickup of materials.

4.2.4. Solicitation Response Form Matrix: Offerors are required to complete the Solicitation Response Form for each category line item, providing comprehensive pricing details. The form is structured to collect pricing information for various functions separately, including set-up and overhead charges where applicable. Additional services such as numbering or folding must be priced separately. All prices for a specific job will be aggregated to determine the total cost. It is mandatory to fully complete the Response Form, outlining printing or copying capabilities, equipment, services offered, and any cost-saving recommendations. Additionally, offerors must provide supplemental pages detailing equipment, capabilities, printing services, and cost-saving suggestions.

4.2.5. Examples of Work: The following outlines the work to be performed and provides estimated quantities anticipated for the year. While it includes commonly ordered items, it is not exhaustive of the entire scope of potential work. Items not explicitly listed but similar in nature will be subject to individual negotiation with the awarded Firm(s) at agreed rates. Here are examples of projects and jobs:

4.2.5.1. BOOKS AND REPORTS:

- **Budget Book:** This 8.5-inch x 11-inch multi-part printed product includes a full-color cover (CMYK) on 100# gloss text, with soft-touch laminate applied on both sides. The text pages are color printed (CMYK) on both sides, using 70# matte text paper, totaling around 200 pages. Tabs made of 100# tab stock, approximately 27 tabs per book, printed in color and laminated, are required. The binding is digital coil binding, with approximately 23 books needed annually.

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- **Annual Comprehensive Financial Report (ACFR):** This 8.5-inch x 11 inches report is printed back-to-back and includes a front and back cover made of 100# coated paper with a matte/silk finish, printed in full color (CMYK), and gloss laminate applied on both sides. The internal pages, also sized at 8.5 inches x 11 inches, use 70# coated paper with a matte/silk finish, with some pages in full color (CMYK) and printed back-to-back. Each report requires City-provided tabs to be inserted, approximately 10 tabs per report. Bound with black digital coil binding, ACFR Books typically require 20 to 30 annually.

- **CSP Common Codes:** This coil-bound book contains GJPD abbreviated reference materials. Typically, 150 copies are required.

4.2.5.2. BUSINESS CARDS, ENVELOPS, LETTERHEAD, GREETING CARDS:

- **Business Cards:** Standard size of 2 inches x 3.5 inches printed on 80# Cougar Cover Stock with a thickness of 14 pt. Colors are limited to PMS 2925 Blue and 576 Green, excluding black ink. Some cards will be double-sided. Minimum order quantity per individual to be determined based on responses received. The estimated annual volume is 50,000, including 5,000 two-sided cards. Additionally, includes 1,000 "Now Hiring" business cards.

- **Business Envelopes:** Available in #10 size with options for both window and regular styles. Utilizes Cougar Opaque 60# Text stock and printed in two colors: PMS 2925 Blue and 576 Green, excluding black ink. Each envelope features the City Logo, department identifier, and relevant address, with 500 envelopes per box. Departmental orders typically range from five (5) to ten (10) boxes. Additionally, specifications include #10 regular envelopes in 24# wove, black, and larger 10 inches x 13 inches envelopes in 28# wove, also black.

- **Cash Proof Envelopes:** Utility Customer Service envelopes sized at 6.5 inches x 9.5 inches.

- **Letterhead:** Letterhead: Size is 8.5 inches x 11 inches. Stock is Cougar Opaque 70# Offset. Printed two-color, PMS 2925 Blue and 576 Green, no black ink. The first page of the letterhead has the City Logo, department identifier, and address. Page two is blank and will be ordered in bulk and kept in the City Stores warehouse. The estimated annual volume for letterhead is 10,000, and page two is estimated at 2,000 pages or less.

- **Greeting Cards:** Foldable 'Thank You' cards sized 4 inches x 5.5 inches with full-color printing (CMYK) and accompanying white envelopes (1,000). Additionally, Welcome cards measure 4 inches x 4 inches, featuring colored lettering on white cards, with corresponding white envelopes (200).

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4.2.5.3. CITY CALENDARS: Sized at 9.5 inches x 13 inches, featuring a full-color cover (CMYK) printed on 100# matte cover stock with a glossy aqueous coating. The inside pages are also full-color printed (CMYK) on both sides, using 70# gloss text paper. The calendar comprises 28 pages of content plus the cover, bound with saddle stitching and a single drill hole. Photos for the calendar are provided by the City. Approximately 57,000 calendars were ordered in 2023.

4.2.5.4. NCR FORMS

Various types of forms are available, ranging from 2-part to 5-part, with some featuring tag stock and black printing. Certain forms may include numbering and can be either one-sided or two-sided, including continuous forms. Additionally, forms may be in book or padded format. Sizes range from a half sheet (5.5 inches x 8.5 inches) to legal (8.5 inches x 14 inches).

All NCR forms are printed on standard color paper with black imaging by default. Any deviations from this standard will be negotiated between the City and the Firm at the time of order. NCR forms will utilize Superior Brand 20# paper or an approved equivalent, subject to the City's approval.

For multiple-part forms, reproduction will accurately match the existing forms, using carbon sheets, patterned carbon, or NCR paper as appropriate.

- **Chain of Custody Record:** The form measures 8.5 inches x 11 inches in landscape orientation and is printed on 2-part NCR paper (white and yellow). Each form is consecutively numbered and is typically ordered in boxes of 500.

- **Emergency Mental Illness report and application (M-1):** The form measures 8.5 inches x 11 inches and comes in triplicate, featuring white, yellow, and pink copies (quantity 500).

- **Roadside Authorization:** The form measures 8.5 inches x 5.5 inches, and it comes in triplicate with white, yellow, and pink copies (quantity 2,000).

- **Sample Receipt Log:** The log is sized at 8.5 inches x 14 inches in landscape orientation and is printed on regular copy paper. Each page is consecutively numbered and bound in 250-page books with card stock front and back covers.

- **Tank Hauler Ticket:** This form measures 5.5 inches x 8.5 inches and is printed on 2-part NCR paper (white and yellow). Each form is sequentially numbered and is usually ordered in quantities of 1,000.

- **Various NCR forms:** Examples include Utility Payment Receipts, Notice of Appearance, Exemption Letters (8.5 inches x 11 inches, canary carbon,

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quantity 150), Inspection Forms (8.5 inches x 11 inches, canary carbon, quantity 100), among others.

4.2.5.5. PRINTING AND COPYING

- **Brochures:** Sized at 8.5 inches x 14 inches, printed on 80# Gloss Text paper with CMYK color. Double-sided printing. Includes brochure cards for the law enforcement field guide (1,000).

- **Door Hanger – Toter Tags:** Available in sizes of 8.5 inches x 13 inches, 8.5 inches x 10.5 inches, 4.33 inches x 8.5 inches, and 3.5 inches x 8.5 inches, printed on 67# stock paper. Various colors such as blue, canary, and white are available. Certain setups may be required by the Firm depending on the job, for instance, Recycling/Compost notices (card stock, one-sided, with a large hole punched, 1,500 per box, orders range between three (3) to four (4) times per year).

- **Flyers:** Include dual stream program mailing information, CMYK, standard paper – custom flyer (two-sided), guidelines (two-sided), and schedule (two-sided). The quantities vary depending on the area being phased into the program, estimated quantity of 2,000 to 5,000 mailings per phase.

- **Forms:** The Physician Report of Serious Bodily Injury form is in black font, one page, one-sided. GJPD Accident Form is one page double-sided, half sheet (quantity 50).

- **Postcards:** Available in sizes of 4 inches x 6 inches, 5 inches x 8 inches, or 6 inches x 9 inches, printed on 100# Matte Cover paper using CMYK color. Options for single or double-sided printing. Examples include Car Show (68 quantity), Annual Spring Clean-up (2023 – 21,741 quantity), Dual Stream Program (2,000 to 5,000 quantity), Green Waste (2023 – 615 quantity), Residential Leaf Removal Program (2023 – 2,000 to 6,400 quantity), Parade of Lights (540 quantity), Now Hiring Postcards, etc.

- **Posters:** Sized at 11 inches x 17 inches, printed on 100# cover paper with CMYK color. Examples include Car Show (25), Art Festival (75), Spooktacular (50), Tree Lighting (50), Parade of Lights (100), and Spirit of Christmas Walk (100).

- **Rack Cards:** Sized at 3.5 inches x 8.5 inches, printed on 111# silk cover paper with CMYK color, double-sided.

- **Table Tents:** Sized at 3 inches x 12.125 inches, printed on 100# gloss cover paper with CMYK color.

- **Tags:**

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- Abandoned Vehicle Tag: Sized at 7.5 inches x 3 inches, printed on red hard card stock with a metal grommet on one end.
- Notice of Violation Warning: Printed on orange hard card stock with a door hanger hole at the top, double-sided (250).

- **Various Notification Letters:** This category encompasses verification letters, operational permits, field checks, and other similar documents.

4.2.5.6. MAILING SERVICES AND POSTAGE

- **Bulk Mailing and Data Management Solutions:** Provide comprehensive support for large-scale mailings, including mail merge operations, address verification, and updating through the National Change of Address (NCOA) database to ensure efficient handling of the entire process.
- **Direct Mail Services**: Offer various direct mail solutions, including postcards and miscellaneous mail processing. Services may include material pickup, and quantities vary to meet the specific needs of the City.
- **USPS Marketing Mail Services:** Manage USPS Marketing Mail services and postage for City publications like the City Calendars, Parks and Recreation Activity Guide, Visit Grand Junction Official Visitor Guide, and other required materials.

4.2.6. Minimum Specifications: Prices will be determined based on replicating existing samples unless specific instructions are provided by the City employee when placing the order. This encompasses, but is not limited to, the following criteria:

4.2.6.1. Ink Specifications: No inks containing toxic components shall be used in any job(s). The City logo must adhere strictly to the mandated PMS colors: 2925 blue and 576 green, maintaining consistency across all materials such as letterhead, business cards, and envelopes to ensure brand uniformity. Additionally, other print jobs may require the use of these specified colors. Any additional charges for incorporating these colors must be explicitly stated on the Solicitation Response Form.

4.2.6.2. Paper: Unless otherwise specified, all jobs will utilize recycled paper products. Printing will be conducted on paper of equal or superior weight and quality compared to the originals, or on paper of equal weight and quality as the existing product. Paper and ink colors will replicate those of the originals unless alternative instructions are provided at the time of ordering.

4.2.6.3. Special Features and Services: This contract will encompass various work types beyond printing services, including but not limited to assembly, art layout, bindery work, coating, collating, composition, die cuts, folding, envelopes, laminating,

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numbering, tab insertion, perforations, screening, and any other relevant components.

4.2.6.4. Registration and Numbering:

- The Firm(s) shall ensure the accurate registration of multiple part forms, where applicable.
- Numbered forms will strictly follow the directives provided by the City at the time of order. Typically, numbers are printed black, with multiple-part numbered forms crash-printed for clarity.
- Any discrepancies in the numbering sequence of forms will be promptly reported to the City upon delivery. Upon request, the Firm may need to provide a written explanation detailing any missing numbers, duly signed by an authorized representative of the company. If necessary, the Firm may be obligated to re-run the job at its expense to rectify any numbering errors.

4.2.6.5. Ownership of Materials: Upon completion of a job, all 'artwork', film, boards, halftones, or any other preparatory materials used in production become the property of the City. These materials shall be released to the City upon request.

4.2.6.6. Card Stock Specifications: Customized to meet the specific needs of each project. Paper type, color, finish, and other specifications will be determined at the time of order.

4.2.6.7. Overruns Policy:

- For coping work, no overruns will be permitted.
- Press work overruns of up to +/- 10% will be considered only with approval from the requesting City employee.
- In the event of unauthorized overruns, the following protocol applies:
  a) If the job falls short, the Firm will fulfill the deficit at no additional cost.
  b) If there is an excess, the Firm will not charge for the surplus.

4.2.6.8. Lamination: Poster Lamination will be double-sided and weatherproof. The Firm(s) are required to specify the price of lamination in its comprehensive fee proposal, clearly indicating whether it is priced per inch or foot. Additionally, it must provide details regarding the maximum width that the Firm can accommodate for lamination.

4.2.6.9. Miscellaneous Documents: There is a wide range of miscellaneous print and copy requests that are regularly placed on an as-needed basis. These jobs vary significantly in terms of volume and frequency, from one-time orders to recurring projects. Examples include booklets, certificates, brochures, flyers, posters, newsletters, invitations, greeting cards, surveys, postcards, and more. The specifications for these jobs vary as well, from 20# paper to card stock, from one

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color to full color with a full bleed. Volumes can range from small quantities, such as six (6), to several thousand, depending on the specific project. The Firm (s) will indicate any applicable price breaks on the Solicitation Response form or attached pricing for accurate pricing evaluation.

4.2.7. Firm(s) Minimum Qualifications:

4.2.7.1. Americans with Disabilities Act (ADA) and HB21-1110: Demonstrate expertise in producing Deliverables that comply with ADA, HB21-1110, and relevant provisions outlined in §§24-85-101, C.R.S., as well as the Accessibility Standards for Individuals with a Disability established by the Office of Information Technology under section §24-85-103(2.5), C.R.S. Additionally, experience in ensuring alignment with the State of Colorado's technology standards related to accessibility, including Level A.A. conformity with the latest iteration of the Web Content Accessibility Guidelines (WCAG), is required.

4.2.7.2. Customer Service: Demonstrate the ability to deliver the highest level of customer service, including willingness to meet with City employees as needed.

4.2.7.3. Experience Requirement: Firm(s) must have a minimum of three (3) years of experience in providing printing services of similar scope and scale before this solicitation. Additionally, must have a permanent, full-time address located within a 20-mile radius of City offices.

4.2.7.4. Capacity and Capability: Demonstrated capacity to meet deadlines with a well-staffed team and possess the versatility of equipment to fulfill the City's diverse printing needs, including design, layout typesetting, and printing. This encompasses the ability to make design selections, establish guidelines and standards, conduct multi-color printing, perform tasks such as photo scanning, half-toning, and high-quality offset printing, and utilize other necessary printing equipment as required. Firm(s) should exhibit adequate resources, infrastructure, and expertise to handle various types and sizes of printing jobs, including managing simultaneous or large-scale projects. The City will evaluate all providers based on its ability to meet these requirements and complete all aspects of the contract.

4.2.7.5. Quality and Accuracy: Provide professional-grade quality and ensure technical accuracy for all products and services offered.

4.2.7.6. Ordering Process: Maintain a user-friendly, intuitive ordering system accessible online, via email, or in person to facilitate routine orders.

4.2.7.7. Review Mechanism: Provide an effective means to review final specifications, artwork, and materials in person or electronically. It is preferred that most copy/print jobs be transferred electronically to the Firm(s).

4.2.7.8. Pickup and Delivery: Provide reliable pickup and delivery services to and from multiple City offices or related agencies.

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4.2.7.9. Adherence to Production Schedules: Commit to meeting production schedules, as required by the City. Document the proposed schedules in quotes and obtain approval signatures to confirm acceptance.

4.2.7.10. Expedited Services: Offer expedited services on an as-needed basis to accommodate urgent printing requirements.

4.2.7.11. Cost Reduction Suggestions: Provide proactive suggestions for lowering overall costs associated with print jobs and projects while maintaining quality.

4.3. Special Conditions & Provisions:

4.3.1. Questions Regarding Scope of Services:

Kathleen Franklin, Purchasing Agent
kathleenf@gjcity.org

4.3.2. Non-Exclusive: This Contract is non-exclusive. The City reserves the right, at its sole discretion, to engage other entities for work like this contract. Similarly, the Vendor Is not bound to maintain an exclusive working relationship with the City and retains the right to enter a contract(s) for similar work with other parties. Certain larger projects may be subject to individual solicitation for competition, a practice that will continue for specific projects.

4.3.3. Estimated Work: This solicitation outlines a description of commonly ordered items, providing a representative sample rather than an exhaustive list of the entire scope. The jobs listed are examples only and are not a guarantee of work to the vendor(s). Items falling within the specified categories but not explicitly listed will be subject to individual negotiation with the awarded vendor(s) at mutually agreed-upon rates. The City reserves the right to add or delete jobs with the successful Firm(s) at any time while this contract is in effect. All usage amounts are estimates only.

4.3.4. Estimated Quantities: The quantities indicated in this IFB are estimates which pertain to the total aggregate quantities. Variation of quantities may increase or decrease. The estimates are intended to be for a single order amount unless otherwise stated. The Owner makes no guarantees about single order quantities or total aggregate order quantities.

4.3.5. Minimum Order Quantities: The Vendor will not establish a minimum order quantity for items under this contract.

4.3.6. Purchase Order: For any individual job or project with a value equal to or exceeding $15,000.00, the issuance of a purchase order is required. Under the City Procurement Policy, obtaining approval through a Purchase Order is a prerequisite before the Firm can proceed. *The Firm and the City employee share the responsibility to ensure strict adherence to this requirement.*

4.3.7. Proofing Process: Before initiating any printing service, the selected Firm(s) must provide proof(s) for review and approval by the requesting City department or division. Any additional cost associated with the proofing will be promptly communicated to the

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designated City personnel. Failure to obtain approval for the proof may result in the City's discretion to decline to purchase the product.

4.3.8. Samples: The City reserves the right to request samples from the Offeror's portfolio of past projects, showcasing a sample of various media materials, flyers, posters, and reports.

4.3.9. Schedule: Firm(s) will cooperate and strive to accommodate the City's specified delivery timelines, particularly for expedited jobs. All proposed delivery schedules must align with the City's requirements, as agreed upon between the City and the Firm(s). Any additional charges (upcharges) related to expedited services or deviations from standard delivery schedules must be identified on the Response Form.

4.3.10. Freight/Shipping: All freight/shipping shall be F.O.B. Destination – Freight Pre-paid and allowed to the location designated at the time of order.

4.3.11. Delivery: The selected Firm(s) will coordinate closely with City personnel to ensure timely delivery to designated locations specified by the City employee. Centralized drop-off locations are not acceptable. Standard delivery timeframes will be established for routine orders, typically within 48-72 hours, and for emergency orders, typically within 8-24 hours, with the determination of an emergency order made by the City. Pickup and delivery arrangements will be made directly with the ordering department, division, or employee. Extended delivery timelines for larger or more complex jobs will be mutually agreed upon between the City and the Firm(s).

4.3.12. Pricing: Shall be established as **"quantity rate"** using the attached **"Solicitation Response Form Matrix"** for specific jobs and shall include but not be limited to using 20# paper unless otherwise noted, printing, all charges for set up, composition (but not typesetting), minor composition changes to the existing product, folding, stapling, shipping, delivery, overhead, pricing as a whole, and all other costs related to the successful completion of each Project.

Prices will be determined by replicating existing samples unless directed otherwise by the City employee initiating the order. Pricing should encompass the brand name and weight of the designated paper or an equivalent as specified in the Solicitation Response Form. If pricing an equivalent, the Firm(s) must detail the brand name, description, and weight.

The Owner shall not pay nor be liable for any other additional costs including but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

The Firm shall submit its pricing utilizing the attached form in Section 7.0. Solicitation Response Form. Additionally, to ensure transparency, the Firm(s) must provide a comprehensive list detailing equipment, capabilities, paper options, finishing services, binding options, products, and offered services, along with a detailed cost/fee sheet. The Firm (s) should include any recommendation or cost-saving solutions.

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All fees/pricing will be considered by the Owner to be negotiable. Additionally, the City retains the right to negotiate with the successful Firm(s) for an alternate type of paper at the time of order.

4.3.13. Award: The City reserves the right to make a single award, multiple awards, or designate both primary and secondary service providers, based on the proposals that best meet the City's needs and objectives. The decision to make multiple awards will be determined during the evaluation process. In the event of a split award, efforts will be made to distribute awards equitably among selected firms, considering evaluation criteria, capacity, and capability. While the City prefers awarding the contract in its entirety to one provider for economies of scale and contract management, the City retains the discretion to limit the number of providers if deemed necessary in the best interest of the City.

4.3.14. Laws, Codes, Rules, and Regulations: The Firm shall ensure that all Services provided meet all Federal, State, County, and City laws, codes, rules, regulations, and requirements for providing such Services.

4.3.15. Payment/Invoice: The Firm(s) must meticulously document the requesting City employee, the accounts payable point of contact, the department/division, and the delivery location to ensure an accurate and seamless billing process. A separate invoice must be provided for each order following each delivery. Approval of payments is subject to inspection by the using department. Payment will be processed based on submitted invoices, which must include the Purchase Order number, Firm's name and address, invoice number, job name, description of work completed, quantity, unit price, and total price.

4.3.16. Contract: The binding Contract comprises (1) the RFP and any Addendum(s) thereto, (2) Negotiations, if applicable, (3) the Offeror's response (Proposal) to the RFP, and (4) any clarification of the Proposal, if applicable. All Exhibits and Attachments within the RFP are incorporated into the contract by reference.

A. The Contract expresses the complete agreement of the Parties and, performance shall be governed solely by the specifications and requirements contained therein and other laws as applicable.

B. Any change to the Contract, whether by modification and/or supplementation, must be accomplished by a formal Contract Amendment signed and approved by and between the duly authorized representative of the Offeror and the Contract Administrator or by a modified Purchase Order/Contract before the effective date of such modification. The Offeror expressly and explicitly understands and agrees that no other method and/or no other document, including acts and oral communications by or from any person, shall be used or construed as an amendment or modification to the Contract.

4.4. Contract Administrator: The Contract Administrator for the City is Duane Hoff, Jr., CPPB. Contract-related inquiries, issues, change orders, amendments, and communications related to the Contract will be directed to:

Duane Hoff, Jr., Contract Administrator

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duaneh@gjcity.org
(970) 244-1545

4.5. Contract Term: The Contract will be effective from the date of execution by the Parties and Services will be provided through *December 31, 2025*. The awarded Firm and Owner may mutually agree to renew the Contract for up to three (3) additional one (1) year contract periods, contingent upon the City Council's appropriation of the fiscal year funding. Renewals shall maintain the original Contract terms and conditions.

4.6. Attached Documents: (click on the link(s) below for access)
** If the link doesn't work, please try an alternate browser and refresh*

Appendices

Appendix 1 - Solicitation Response Form Pricing Matrix

4.7. RFP Tentative Time Schedule:

• Request for Proposal available	May 3, 2024
• Inquiry deadline, no questions after this date	May 21, 2024
• Final Addendum Posted	May 24, 2024
• Submittal deadline for proposals	June 4, 2024
• Owner evaluation of proposals	June 5 - 19, 2024
• Interviews and Tours, *if required*	June 27 and 28, 2024
• Final Selection	July 1, 2024
• Contact execution	July 3, 2024

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Section 5.0: Preparation and Submittal of Proposals

Submission: ***Each proposal shall be submitted in electronic format only, adhering to HB21-1110 and only through BidNet Direct Rocky Mountain E-Purchasing System website link:*** *(https://www.bidnetdirect.com/colorado/city-of-grand-junction). This site offers both "free" and "paying" registration options which allow for full access to the City's documents and electronic submission of proposals. (Note: "free" registration may take up to 24 hours to process. Please Plan accordingly.)* Please view the "**Electronic Vendor Registration Guide"** at https://www.gjcity.org/501/Purchasing-Bids for details. (Purchasing Agent does not have access or control of the Vendor side of RMEPS. If there are website or other problems that arise during response submission, the Offeror **MUST** contact RMEPS to resolve the issue before the response deadline **800-835-4603**).

To ensure accurate comparison and evaluation, proposals must adhere to the format outlined in Section 5.0 "Preparation and Submittal of Proposals." **The uploaded response to this RFP must be a single PDF document containing all necessary information**. Offerors must demonstrate interest in this Project, highlight relevant experience, and address its capability to fulfill the Scope of Services stated herein. Proposals must follow the specified formatting from **A** to **G** as required by the Owner for proper comparison and evaluation:

A. Cover Letter: A cover letter shall be provided that explains the Offeror's interest in the Project. The letter shall contain the name, address, phone number, and email of the person designated as the Firm's principal contact person. Furthermore, it shall identify individual(s) authorized to make presentations and commitments on behalf of the Firm. The cover letter shall bear the signature of the person having the proper authority to make formal commitments on behalf of the Firm, stating the individual(s) role and signature authority. By submitting a response to this Solicitation, the Offeror agrees to all terms, conditions, and requirements herein.

B. Qualifications/Experience/Credentials: Offeror(s) must demonstrate qualifications, relevant experience, and credentials to be considered as a contract provider for the City of Grand Junction, specifically in printing products and services. Provide a comprehensive overview of the organization, including the number of employees and a brief organizational summary. Additionally, submit resumes of Key Personnel, outlining titles, tenure, office locations, and responsibilities (e.g., graphic designer, editor, project manager).

Furnish a detailed list of equipment available on-site, specifying manufacturer, model, age, function, and workload capacity.

Include information on compliance with industry standards, quality management systems, sustainable practices, technology and innovation, flexibility/scalability, customer service, communication, and quality assurance policies. Ensure to incorporate any other pertinent aspects related to printing services for a comprehensive evaluation.

C. Strategy and Implementation Plan: The Offeror must provide a comprehensive description of its understanding of the Owner's objectives as outlined in this RFP. This involves presenting a proposed strategy or plan aimed at fulfilling the requirements identified in the Scope of Services. The Offeror has the flexibility to choose between a written narrative or any other suitable format to showcase its capabilities and capacity

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to fulfill the Scope of Services. The narrative should offer a logical sequence of tasks and efforts, starting from the initial steps or tasks and extending to a complete description of all proposed tasks, effectively illustrating how the RFP objectives will be met.

The Offeror must present an implementation plan in its proposal, detailing how routine print jobs are requested and fulfilled, along with a timeline for routine orders and expedited jobs. The Offeror is encouraged to suggest best practices for cost savings in printing services and should identify the paper and ink products used. Additionally, it should highlight its ability to adapt to evolving project requirements and any specialized capabilities that differentiate it from competitors.

Offeror(s) must address how Deliverables will adhere to the accessibility requirements outlined in Colorado HB21-1110.

D. **References:** Provide a minimum of three (3) government and/or municipal references that can attest to the Firm's experience in projects of similar scope and size during the past 12 months. **Include a summary of the project completed with** the client name, address, point of contact person, telephone number, email address, project dates, project description, original project budget, final project cost, explanation of variation from original budget to final project cost, pictures, *etc.*

E. **Solicitation Response Form:** The Offeror shall complete and submit the attached Solicitation Response Form.

F. **Fee Proposal:** The Offeror is required to fill out the pricing matrix provided in Section 7.0. Furthermore, it should furnish a detailed list of pricing sheets delineating current costs/rates for services and products. This should encompass capabilities, paper options, finishing options, binding options, lamination, and quantities for pricing enhancements.

G. **Additional Data:** Provide any additional pertinent information directly related to the qualifications and capabilities of the Firm. This may include specific expertise, approaches, or any other details that enhance the evaluation of the Firm's suitability to provide the services outlined in this RFP.

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Section 6.0. Evaluation Criteria and Factors

6.1. **Overview:** An evaluation committee, appointed by the City, will assess all qualified responses. Proposal(s) will be selected based on the ability to demonstrate the necessary expertise and capability essential for delivering the scope of services. Additionally, the committee will consider the integrity and reliability of the proposals, to ensure the highest degree of confidence in full faith and performance.

6.2. **Intent:** Only Respondents who meet the qualification criteria will be considered. Therefore, the submitted proposal must indicate the Offeror's ability to provide the services described herein.

6.3. **Evaluation Summary:** Proposals will be prioritized based on the criteria categories and values described below. The City reserves the right to reject any portions of proposals and take into consideration past performance of previous awards and contracts with the Owner of any Offeror, or service provider in determining a final award(s), if any.

Evaluation Criteria and Weighted Values shall be worth ninety (90) %

- **Responsiveness to RFP Requirements** twenty **(20) %**
- The extent to which the proposal fully addresses and adheres to all requirements outlined in the RFP, demonstrating a thorough understanding of the scope and substance.
- **Understanding of Project Objectives** twenty **(20) %**
  Evaluation of the Offeror's ability to demonstrate a comprehensive understanding of the City's specific goals and objectives for the project.
- **Qualifications, Experience, and Credentials** thirty **(30) %**
  Assessment of the Offeror's proven proficiency in completing similar projects, including its capability, relevant experience, skill levels, workforce, certifications, and other qualifications necessary to deliver the required services.
- **Strategy and Implementation** twenty **(20) %**
  Review of the Offeror's interpretation of the City's objectives and its proposed plan to achieve successful project completion. This includes assessing the clarity and comprehensiveness of the strategy outlined in Section 5.0, Item C - Strategy and Implementation Plan.

The following Criteria shall be worth ten (10) %

- **Fees** ten **(10) %**
  Evaluation of the completeness and comprehensiveness of all fees associated with the proposed products and services.

6.4. **Shortlisting Offerors:** The City expects to follow the process below to shortlist proposals. The City reserves the right to modify this process if it is in the best interest of the City.

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- All proposals will be reviewed for compliance with mandatory requirements as outlined in this RFP. Proposals deemed non-responsive will be eliminated from consideration. The Purchasing Agent may contact Offerors for clarification of its proposal.
- Committee members will independently evaluate and score proposals and submit scores back to the Purchasing Agent. Scores will be entered into an Evaluation Matrix to assist in analyzing and prioritizing the responsive Proposals.

6.5. Negotiations: The City may undertake negotiations with the top-rated Offeror(s) and will not negotiate with lower-rated Offeror(s) unless negotiations with higher-rated Offeror(s) have been unsuccessful and terminated.

6.6. Interview(s) and Tour(s): The Owner reserves the right to invite the highest-rated Offeror(s) for either in-person or virtual interview(s). If deemed necessary for a comprehensive evaluation, the Offeror(s) may be asked to deliver a presentation and facilitate a tour.

6.7. Award: Offeror(s) shall be ranked based on the criteria listed in Section 6.3. The City reserves the right to consider all of the information submitted and/or presentations, if required, in selecting the Firm.

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Section 7.0. Solicitation Response Form

RFP-5426-24-KF "Citywide Printing Services"

Offeror must submit the entire Form completed, dated, and signed.

1. All Offerors must complete the pricing matrix using the provided link, Solicitation Response Form Pricing Matrix for its proposal response. The Pricing Matrix is conveniently attached to this solicitation for easy reference.

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

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

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

The undersigned Offeror accepts and agrees, by the *terms and conditions contained in this Request for Proposal,* that it is prepared, ready, and willing to perform and provide services as described in the attached Proposal if the same is accepted by the City.

The undersigned Offeror acknowledges the right of the City to reject any Proposal(s) submitted and to waive any informality(ies) and irregularity(ies) therein in the City's sole discretion.

By submission of the Proposal, each Offeror certifies, and in the case of a joint Proposal each party thereto certifies as to its capability, that the Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to the Proposal with any other Offeror or with any competitor.

Prices in the Proposal have not knowingly been disclosed with another Offeror and will not be before award.

- Prices in the Proposal have been arrived at independently, without consultation, communication, or agreement to restrict competition.
- No attempt has been made nor will be to induce any other person or Firm to submit a proposal to restrict competition.
- The individual signing the Proposal certifies that it is a legal agent of the Firm, authorized to represent the Firm, and is legally responsible for the offer concerning supporting documentation and prices provided.
- Direct purchases by the City of Grand Junction 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 shall be Net 30 days.
- Prompt payment discount of _____ percent of the net dollar will be offered, to the Owner if the invoice is paid within _____ days after the receipt of the invoice.

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RECEIPT OF ADDENDA: The undersigned Firm acknowledges receipt of the Addenda to the Solicitation, Specifications, and other Contract Documents.

State number of Addenda received: _____

It is the responsibility of the Offeror to ensure all Addenda have been received and acknowledged.

Submit a letter signed by the entity Owner or a Statement of Authority delegating authority to act on behalf of the Offeror. Before executing a Contract, the Offeror is required to furnish a completed W-9 form.

_____	_____
Company Name – (Typed or Printed)	Authorized Agent, Title – (Typed or Printed)
_____	_____
Authorized Agent Signature	Telephone Number
_____	_____
Address of Offeror	E-mail Address of Agent
_____	_____
City, State, and Zip Code	Date

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The undersigned Offeror proposes to subcontract the following portion of Services:

Name & address of Subcontractor (Name, City, State)	Description of Service(s) to be performed	Est. Value of Service(s)

The undersigned Offeror acknowledges the right of the City to reject any and all Offers submitted and to waive informalities and irregularities therein in the City's sole discretion.

By submission of the Proposal, each Offeror certifies, and in the case of a joint Proposal each party thereto certifies as to its own organization, that this Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to this Proposal with any other Offeror or with any competitor.

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4.2.5.1.	**Books and Reports:**	20	25	30	40	50
	Budget Books					
	Number of days to print and deliver					
	ACFR Books					
	Number of days to print and deliver					

4.2.5.2.	**Business Cards, Envelopes, Letterhead, Greeting Cards**		
	Business Cards (Cougar Cover 80#)	Single Sided	Double Sided
	250 Cards Each		
	500 Cards Each		
	1000 Cards Each		
	Envelopes (Cougar Opaque 60#) *per box of 500*	1-5 Boxes	5-10 Boxes
	Regular #10		
	Window #10		
	Letterhead (Cougar Opaque 70#)	Page One	Page Two
	500 sheets (one ream)		
	1000 sheets (two reams)		
	1500 sheets (three reams)		
	Greeting Cards	500	1,000
	Foldable 'Thank You' 80# 4" x 5.5" CMYK w/ envelopes		

4.2.5.3.	**City Calendars**	50,000	60,000	70,000
	100# matte cover stock, glossy aqueous coating, 28 pages, *ect.*			

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4.2.5.4.	NCR Forms (include paper cost)	500	1000	2000	3000	5000	5000
	2 Part One Sided, 5.5 x 8.5						
	3 Part One Sided,5.5 x 8.5						
	4 Part One Sided, 5.5 x 8.5						
	5 Part One Sided, 5.5 x 8.5						
	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, 5.5 x 8.5						
	3 Part Two Sided,5.5 x 8.5						
	4 Part Two Sided, 5.5 x 8.5						
	5 Part Two Sided, 5.5 x 8.5						
	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						

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Color Copying (Printing) Price Per Copy									
	500	1000	2500	5000	10000	15000	20000	25000	50000
Single sided 8.5"x11"									
Number of days to print and deliver									
Double sided 8.5"x11"									
Number of days to print and deliver									
Single sided 8.5"x14"									
Number of days to print and deliver									
Double sided 8.5" x 14"									
Number of days to print and deliver									
Single sided 11" x 17"									
Number of days to print and deliver									
Double sided 11" x 17"									
Number of days to print and deliver									
80# Gloss Text Paper									
100# Matte Cover Paper									

Black and White Copying (Printing) Price Per Copy									
Quantity	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									
80# Gloss Text Paper									
100# Matte Cover Paper									

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Specific Print/Copy Jobs	500	1000	2500	5000	10000	15000	20000	25000	50000
Postcard 4" x 6" single-sided 100# CMYK									
Number of days to print and deliver									
Postcard 4" x 6" double-sided 100# CMYK									
Number of days to print and deliver									
Door Hangers 3.5" x 8.5" 67# stock									
Number of days to print and deliver									
Rack Cards 3.5" x 8.5" 111# silk cover CMYK									
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	

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Miscelanous	**Price**	**UOM**
Colored ink – Specific PMS colors		
Collate singles		/ m
Collate Minimum		
Fold		/m.
Fold Minimum		
Perforation		/m.
Perforation Minimum		
Score		/m.
Score Minimum		
Perforation/Score		/m.
Perforation/Score Minimum		
Drill		/m.
Drill Minimum		
Cutting (circle one)		ea./m.
Cutting minimum		
UV Coatings		/m.
Lamination – largest width available =	/in.	/ft.
Composition		/ hr.
Art Layout		/ hr.
Staple		/ea.
Pad		/ea.
Numbering		/ea.
Numbering Minimum		
Shrink Wrap		/ea.
Screens		/ea.
Die cut		/ea.
Die cut Set up		/ea.
Black & White Copying Set-Up Chg		
Color Copying Set-Up Chg		
Expedited 8-hour turnaround		
Expedited 24-hour turnaround		

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Typesetting		
Per hour		/ea.
Paste-up per hour		/ea.
Binding		
Comb		/ea.
Wiro		/ea.
3-ring		/ea.
Perfect Binding, Black, 1/4"		/ea.
Perfect Binding, Black, 1/2"		/ea.
Perfect Binding, Black, 3/4"		/ea.
Perfect Binding, Black, 1"		/ea.
Perfect Binding, Black, 1 1/4"		/ea.
Perfect Binding, Black, 1 1/2"		/ea.
Perfect Binding, Black, 1 3/4"		/ea.
Saddle Stitch, 4 sheets		/ea.
Saddle Stitch, 6 sheets		/ea.
Saddle Stitch, 8 sheets		/ea.
Saddle Stitch, 10 sheets		/ea.
Saddle Stitch, 12 sheets		/ea.
Saddle Stitch, 14 sheets		/ea.
Saddle Stitch, 16 sheets		/ea.
Saddle Stitch, 18 sheets		/ea.
Saddle Stitch, 20 sheets		/ea.
Saddle Stitch, 20-40 sheets		/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"												

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CITY OF Grand Junction COLORADO
PURCHASING DIVISION

ADDENDUM NO. 1

Date: May 24, 2024
From: City of Grand Junction Purchasing Division
To: All Offerors
RE: Citywide Printing Services, RFP-5426-24-KF

Offerors responding to the above-referenced solicitation are hereby informed that requirements have been clarified, modified, superseded, and supplemented as to this date as hereinafter described.

Please make note of the following clarifications:

1. **Q:** Regarding references described in paragraph 5.0 D., can the City clarify how it is defined 'similar scope and size'? We work with several government agencies on a range of projects, many including our design and marketing as well as our printing services. If some of these projects were more heavily weighted in design or marketing and/or had smaller budgets and quantities than the city of Grand Junction is working with, would they be considered valid references?

   A: When evaluating references, the City considers references that are comparable in scale to the size of the organization, printing demand, complexity, quality, and objectives specified in the scope of services outlined in the solicitation. The City expects each Offeror to provide references that demonstrate experience and capability to fulfill the City's needs as a contract provider for the City. Ideally, references should closely align with the requirements for consideration.

   However, if the references provided do not precisely match the City's size, project volume, demand, or quality, the City does understand that variations may exist. In such cases, the Offeror will have the opportunity to demonstrate its qualifications, experience, capacity, and implementation strategy to ensure it can effectively meet the City's needs and demands.

2. **Q:** Our entity is interested in participating in RFP-5426-24-KF- Citywide Printing Services. There are some requirements in the RFP that we cannot accommodate, like having an office within 20 miles. Would the city be open to making any exceptions to the requirements?

   A: The City's priority is finding a provider that closely aligns with the scope of services outlined in the RFP. While proximity is beneficial, the evaluation committee will focus on selecting a firm that best meets the requirements and

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understands the City's needs. All proposals meeting the RFP's intent will be considered.

3. **Q:** Regarding the City Calendars, since the City provides the content, will the Firm be responsible for providing Design Services for the calendar's layout? Or will design responsibilities be handled separately and not included in the job or pricing?

   A: The selected Firm(s) will provide Design Services for the calendar layout. This has been added to Addendum 1 in the Pricing Matrix.

4. **Q:** Can you please provide your annual Spend on print?

   A: The City will not disclose the budget at this time as it varies across departments and is subject to annual changes based on specific needs and requirements.

5. **Q:** Can you provide the current supplier for the items to quote?

   A: The current printing service providers are CPCNeutek and Precision Printing Inc.

6. **Q:** Are equivalent substitutions approved?

   A: Approval for equivalent substitutions will be evaluated on a case-by-case basis at the time an order is placed with the awarded Firm(s). Generally, projects will replicate the originals unless alternative instructions are provided during the ordering process.

7. **Q:** Is this an all-or-nothing bid?

   A: Please refer to Section 4.3.13 of the solicitation.

8. **Q:** Price File: NCR Forms - What is the quantity to quote after 5000? That quantity is listed twice.

   A: The duplicate column has been removed. Please refer to the Addendum 1 Pricing Matrix for accurate information.

9. **Q:** Price File: Are we able to manipulate the Price File to include notes or additional items quoted?

   A: While certain notes like the brand name and paper weight are acceptable, it's preferable not to alter the Pricing Matrix. Offeror(s) are encouraged to incorporate supplementary pages into its proposal submissions for any extra quoted items or detailed notes. Additional space is provided on page seven of the Addendum 1 Pricing Matrix for this purpose, *if needed*.

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10. **Q:** Budget Book: Are there bleeds on the cover?

    A: Yes.

11. **Q:** Budget Book: Are there bleeds on any of the inside pages?

    A: Yes.

12. **Q:** Budget Book: Are there bleeds on the body or tab portion of the tabs?

    A: Yes.

13. **Q:** Budget Book: The specs indicate lamination on the tabs, is that mylar on the tabs/spine or lamination on the whole sheet?

    A: Mylar.

14. **Q:** Budget Book: What color coil binding should be quoted?

    A: Black.

15. **Q:** Annual Comprehensive Financial Report (ACFR): Are there bleeds on the cover?

    A: Yes.

16. **Q:** Annual Comprehensive Financial Report (ACFR): Are there bleeds on any of the inside pages?

    A: Some pages.

17. **Q:** Annual Comprehensive Financial Report (ACFR): How many pages are in the ACFR?

    A: Between 250 to 300 pages.

18. **Q:** Annual Comprehensive Financial Report (ACFR): Are there bleeds on the body or tab portion of the tabs?

    A: Yes.

19. **Q:** Annual Comprehensive Financial Report (ACFR): Please confirm the tabs do not have mylar or a coating.

    A: Mylar Coating.

20. **Q:** CSP Common Codes: Please provide full specs for this item.

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A: Full specifications for CSP Common Codes will be provided upon placing an order with the awarded Firm(s), or the Firm will replicate the provided sample.

21. **Q:** CSP Common Codes: Where should we include the pricing for this item? It is not listed on the Price List.

    A: Pricing for CSP Common Codes is not required. The list provided in Section 4.2.5 serves as an example of work, and the City is not requesting pricing for all items listed.

22. **Q:** Business Cards: Please confirm the thickness of the cards. Specs state 80# and 14pt but those are different thicknesses of paper and would result in different pricing.

    A: Please refer to item 73 below for the revised Section 4.2.5.2. for clarification.

23. **Q:** Business Cards: There are 3 colors listed, PMS 2925, 576, and black. Will all 3 colors be printed on the cards?

    A: As originally stated in Section 4.2.5.2, only PMS 2925 and 576 will be used, excluding black.

24. **Q:** Business Cards: Will there be bleeds on the fronts or backs of the business cards?

    A: No bleeds.

25. **Q:** Business Cards: If a PMS color is not available, is a color match approved?

    A: A CMYK build is acceptable if the proof is approved by the City.

26. **Q:** Business Cards: How many colors are on the front and back of the "Now Hiring" business cards?

    A: Both the front and back of the "Now Hiring" business cards are limited to PMS 2925 Blue and 576 Green, with no bleeds.

27. **Q:** #10 Envelopes: Please confirm these envelopes open on the long side.

    A: Yes, the envelope opens on the long side.

28. **Q:** #10 Envelopes: Are the seams on the back diagonal or along the sides?

    A: The seams are diagonal.

29. **Q:** #10 Envelopes: There are 3 colors listed, PMS 2925, 576, and black. Will all 3 colors be printed on the envelopes?

Docusign Envelope ID: 065CEA3D-52B1-4BA8-B3FE-37EAE8272616

A: As originally stated in Section 4.2.5.2. printed in two colors: PMS 2925 Blue and 576 Green, excluding black ink.

30. **Q:** #10 Envelopes: If a PMS color is not available, is a color match approved?

    A: A CMYK build is acceptable if the proof is approved by the City.

31. **Q:** #10 Envelopes: What is the closure type? Gummed, Peal 'n Seal, Latex?

    A: Gummed.

32. **Q:** #10 Window Envelopes: Please confirm these envelopes open on the long side.

    A: Yes, the envelope opens on the long side.

33. **Q:** #10 Window Envelopes: Are the seams on the back diagonal or along the sides?

    A: The seams are diagonal.

34. **Q:** #10 Window Envelopes: There are 3 colors listed, PMS 2925, 576, and black. Will all 3 colors be printed on the envelopes?

    A: As originally stated in Section 4.2.5.2. printed in two colors: PMS 2925 Blue and 576 Green, excluding black ink.

35. **Q:** #10 Window Envelopes: If a PMS color is not available, is a color match approved?

    A: A CMYK build is acceptable if the proof is approved by the City.

36. **Q:** #10 Window Envelopes: Please provide the dimensions for the window on the window envelopes. Window width x height, from the left, from the bottom.

    A: The window dimensions are standard for #10 envelopes.

37. **Q:** #10 Window Envelopes: What is the closure type? Gummed, Peal 'n Seal, Latex?

    A: Gummed.

38. **Q:** 10x13 Envelope: What color stock is to be quoted? White or Kraft?

    A: White.

39. **Q:** 10x13 Envelope: What is the closure type? Gummed, Peal 'n Seal, Latex?

Docusign Envelope ID: 065CEA3D-52B1-4BA8-B3FE-37EAE8272616

A: Gummed.

40. **Q:** 10x13 Envelope: Where should we include the pricing for this item? It is not listed on the Price List.

    A: Pricing for the 10x13 envelope is not required. The list provided in Section 4.2.5 serves as an example of work, and the City is not requesting pricing for all items listed.

41. **Q:** Cash Proof Envelope: Please provide full specs for this item.

    A: Please refer to item 73 below for the revised Section 4.2.5.2. for clarification.

42. **Q:** Cash Proof Envelope: Where should we include the pricing for this item? It is not listed on the Price List.

    A: Pricing for the Cash Proof Envelope is not required. The list provided in Section 4.2.5 serves as an example of work, and the City is not requesting pricing for all items listed.

43. **Q:** Greeting Cards with Envelopes: Is there a specific stock to quote?

    A: 100# matte cover paper, as updated in Addendum 1 Pricing Matrix.

44. **Q:** Greeting Cards with Envelopes: Are there bleeds on the front or inside of the card?

    A: No.

45. **Q:** City Calendars: Please confirm there are bleeds on all the pages of the calendar.

    A: Bleeds on all pages.

46. **Q:** Chain of Custody Record: What color is printed on the front and back, not including the numbering?

    A: Black, front only.

47. **Q:** Chain of Custody Record: Do the fronts and backs print alike?

    A: One side only.

48. **Q:** Chain of Custody Record: What color is the numbering? Is that color the same on both pages?

    A: Black.

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49. **Q:** Chain of Custody Record: How many digits/letters are in the numbering?

    A: 4-6.

50. **Q:** Chain of Custody Record: How many positions is the numbering?

    A: 1 position.

51. **Q:** Chain of Custody Record: Are these forms edge glued or is there a stub? If a stub, what is the size of the stub?

    A: Edge glued.

52. **Q:** Chain of Custody Record: Is the weight of the paper critical or can we quote lowest cost White/Canary stock?

    A: 20# carbonless.

53. **Q:** Sample Receipt Log: Is black the only color printed on the cover and pages?

    A: No copy on cover.

54. **Q:** Sample Receipt Log: Is this book perfect bound?

    A: Coil bound, top edge.

55. **Q:** Tank Hauler Ticket: What color is printed on the front and back, not including the numbering?

    A: I/O black.

56. **Q:** Tank Hauler Ticket: Do the fronts and backs print alike?

    A: I/O black – 1 plate.

57. **Q:** Tank Hauler Ticket: What color is the numbering? Is that color the same on both pages?

    A: Black 1 crash.

58. **Q:** Tank Hauler Ticket: How many digits/letters are in the numbering?

    A: 4-6 digits.

59. **Q:** Tank Hauler Ticket: How many positions is the numbering?

    A: 1 position.

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60. **Q:** Tank Hauler Ticket: Are these forms edge glued or is there a stub? If a stub, what is the size of the stub?

    A: Edge glued.

61. **Q:** Tank Hauler Ticket: Is the weight of the paper critical or can we quote the lowest cost White/Canary stock?

    A: Lines added to include weight and colors in the Addendum 1 Pricing Matrix

62. **Q:** Door Hangers - Toter Tags: How many colors are on the front and back?

    A: One color.

63. **Q:** Door Hangers - Toter Tags: Do the colors bleed on either side?

    A: No.

64. **Q:** Door Hangers - Toter Tags: Is there a specific handle die cut?

    A: A standard die-cut that features a single doorknob hole accompanied by a single slit, facilitating effortless hanging over a doorknob or handle. Please refer to the sample pictured below for visual clarification.



65. **Q:** Postcards Single-Sided: Do the colors bleed?

    A: Yes.

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66. **Q:** Postcards Double-Sided: Do the colors bleed on either side?

    A: Yes.

67. **Q:** Rack Cards: Do the colors bleed on either side?

    A: Yes, both.

68. **Q:** Poster Lamination (24"x36"): Please explain what is expected for this item. Are we just laminating a customer-supplied poster? If we're expected to quote production & lamination, please provide full specs.

    A: Disregard pricing this line item, it has been removed in the Addendum 1 Pricing Matrix.

69. **Q:** NCR Forms: Please confirm whether we should quote with or without bleeds for the NCR forms.

    A: No bleeds.

70. **Q:** Binding Section: This section is for the finishing portion only, correct? No production costs should be included.

    A: Correct.

71. A new requirement has been incorporated into the solicitation, **Transfer of Assets:** The selected Firm(s) shall be responsible for the seamless transfer of tangible and intangible assets to the City during or after the contract period. This encompasses but is not limited to, the transfer of digital files and any other assets essential for providing printing services. The transfer shall be conducted efficiently, ensuring the integrity and security of all assets transferred.

72. Revised Section **4.2.2. Artwork:** For all City-requested jobs or projects, camera-ready copies, digital files, or die artwork may be submitted. Accepted formats for electronic files include those created in MS Office, Print Shop, Word, Excel, Publisher, Adobe, etc.

73. Revised Section **4.2.5.2.**

    - **Business Cards:** Standard size of 2 inches x 3.5 inches printed on 80# smooth finish cover, ensuring a thickness not less than 10.9 points. Colors are limited to PMS 2925 Blue and 576 Green, excluding black ink. Some cards will be double-sided. Minimum order quantity per individual to be determined based on responses received. The estimated annual volume is 50,000, including 5,000 two-sided cards. Additionally, includes 1,000 "Now Hiring" business cards.

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- **Cash Proof Envelopes:** Utility Customer Service envelopes sized at 6.5 inches x 9.5 inches, white 24# wove catalog O.E. stock.

74. Revised Section **4.2.6.2. Paper**: Unless otherwise specified, all jobs will attempt to utilize sustainable solutions or products. Printing will be conducted on paper of equal or superior weight and quality compared to the originals, or on paper of equal weight and quality as the existing product. Paper and ink colors will replicate those of the originals unless alternative instructions are provided at the time of ordering.

75. Revised Section **4.2.6.5. Ownership of Materials**: Upon completion of a job, all 'artwork', digital files, or any other preparatory materials used in production become the property of the City. These materials shall be released to the City upon request.

76. Revised Section **4.2.6.7. Overruns or Underruns Policy:**

- For copying work, no overruns will be permitted.
- Press work overruns or underruns of up to +/- 10% will be considered only with approval from the requesting City employee.
- In the event of unauthorized overruns/underruns, the following protocol applies:
  a) If the job falls short, the Firm will fulfill the deficit at no additional cost.
  b) If there is an excess, the Firm will not charge for the surplus.

77. Revised Section **4.2.5.1. BOOKS AND REPORTS:**

- **Budget Book:** This 8.5-inch x 11-inch multi-part printed product features a full-color cover (CMYK) with bleeds on 100# gloss text, with soft-touch laminate applied on both sides. The text pages are color printed (CMYK) with bleeds on both sides, utilizing 70# matte text paper, totaling approximately 200 pages. It includes tabs made of 100# tab stock with bleeds, around 27 tabs per book, printed in color, with mylar lamination Black coil binding. Approximately 23 books are needed annually.
- **Annual Comprehensive Financial Report (ACFR):** This 8.5-inch x 11 inches report is printed back-to-back and features a front and back cover made of 100# coated paper, with a matte/silk finish, printed in full color (CMYK) with bleeds, and gloss laminate applied on both sides. The internal pages, also sized at 8.5 inches x 11 inches, utilize 70# coated paper with a matte/silk finish. Some pages are printed in full color

Docusign Envelope ID: 065CEA3D-52B1-4BA8-B3FE-37EAE8272616

(CMYK) and bleeds, printed back-to-back, totaling between 250 to 300 pages. Each report requires City-provided tabs to be inserted, approximately 10 mylar-coated tabs per report with bleeds on the body or tab portion. The binding method used is black coil binding. The City typically requires 20 to 30 ACFR Books annually.

78. All Offerors must the Addendum 1 Pricing Matrix provided via the link below for its proposal response. Additionally, the form is attached to this addendum for easy reference.

Addendum 1 Pricing Matrix RFP-5426-24-KF

No Further questions will be accepted.

The original solicitation for the project services noted above is amended as indicated. Please acknowledge receipt of this addendum on the Solicitation Response Form signature page of the proposal documents.

All other conditions of the subject remain unchanged.

Respectfully,

Kathleen Franklin, Senior Buyer
City of Grand Junction, Colorado

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4.2.5.1.	**Books and Reports:**	20	25	30	40	50
	Budget Books					
	Number of days to print and deliver					
	ACFR Books					
	Number of days to print and deliver					

4.2.5.2.	**Business Cards, Envelopes, Letterhead, Greeting Cards**		
	Business Cards (80# smooth finish cover, minimum 10.9 pts.)	Single Sided	Double Sided
	250 Cards Each		
	500 Cards Each		
	1000 Cards Each		
	Envelopes (Cougar Opaque 60#) *per box of 500*	1-5 Boxes	5-10 Boxes
	Regular #10		
	Window #10		
	Envelopes (24# white wove) per box of 500	1-5 Boxes	5-10 Boxes
	Regular #10		
	Window #10		
	Letterhead (Cougar Opaque 70#) or equivialnt	Page One	Page Two
	500 sheets (one ream)		
	1000 sheets (two reams)		
	1500 sheets (three reams)		
	Letterhead Equivalent to Cougar Opaque 70#	Page One	Page Two
	List Product:		
	500 sheets (one ream)		
	1000 sheets (two reams)		
	1500 sheets (three reams)		
	Greeting Cards	500	1,000
	Foldable 'Thank You' 100# matte cover 4" x 5.5" CMYK w/ white envelopes, no bleeds		

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4.2.5.3.	**City Calendars**	50,000	60,000	70,000		
	100# matte cover stock, glossy aqueous coating, 28 pages, etc.					
	Design Services Fixed Rate					
	Design Services Hourly Rate					
	Comments:					
4.2.5.4.	**NCR Forms (include paper cost)**	**500**	**1,000**	**2,000**	**3,000**	**5,000**
	2 Part One Sided, 5.5 x 8.5					
	3 Part One Sided,5.5 x 8.5					
	4 Part One Sided, 5.5 x 8.5					
	5 Part One Sided, 5.5 x 8.5					
	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, 5.5 x 8.5					
	3 Part Two Sided,5.5 x 8.5					
	4 Part Two Sided, 5.5 x 8.5					
	5 Part Two Sided, 5.5 x 8.5					
	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					

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4.2.5.6.	**Full Service Direct Mail Services:**	Quantity									
	between 32 pages and 68 pages books	**200**	**300**	**400**	**500**	**600**	**700**	**800**	**900**	**1,000**	**UOM**
	Flat Rate Books, per book:										ea.

Color Copying (Printing) Price Per Copy									
Quantity	**500**	**1000**	**2500**	**5000**	**10000**	**15000**	**20000**	**25000**	**50000**
Single sided 8.5"x11"									
Number of days to print and deliver									
Double sided 8.5"x11"									
Number of days to print and deliver									
Single sided 8.5"x14"									
Number of days to print and deliver									
Double sided 8.5" x 14"									
Number of days to print and deliver									
Single sided 11" x 17"									
Number of days to print and deliver									
Double sided 11" x 17"									
Number of days to print and deliver									
80# Gloss Text Paper									
100# Matte Cover Paper									
Color Copying (Printing) set up charge									
Comments:									

Black and White Copying (Printing) Price Per Copy									
Quantity	**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									

Section 7.0. Solicitation Response Form RFP-5426-24-KF "Citywide Printing Services" **Addendum 1 Pricing Matrix**

Number of days to print and deliver									
80# Gloss Text Paper									
100# Matte Cover Paper									
Color Copying (Printing) set up charge									
Comments:									

Specific Print/Copy Jobs	**500**	**1000**	**2500**	**5000**	**10000**	**15000**	**20000**	**25000**	**50000**
Postcard 4" x 6" single-sided 100# CMYK with bleeds									
Number of days to print and deliver									
Postcard 4" x 6" double-sided 100# CMYK with bleeds									
Number of days to print and deliver									
Door Hangers 3.5" x 8.5" 67# stock, one color, black ink, no bleeds									
Number of days to print and deliver									
Rack Cards 3.5" x 8.5" double-sided 111# silk cover CMYK, bleeds on both sides									
Number of days to print and deliver									
Comments:									

Forms	**Qty**	**Price**	**UOM**	**Please state delivery**	**State weight & color of Paper quoted:**
Chain of Custody Form	500/box		Ea. or Bx (circle one)		
Sample Receipt Log	250 pg./book		Book		
Tank Hauler Ticket	1000/ order		Each		
Comments:					

Miscelanous	Price	UOM
Colored ink – Specific PMS colors		
Colored ink – Specific PMS colors via CMYK build		
Collate singles		/ m
Collate Minimum		
Fold		/m.
Fold Minimum		
Perforation		/m.
Perforation Minimum		
Score		/m.
Score Minimum		
Perforation/Score		/m.
Perforation/Score Minimum		
Drill		/m.
Drill Minimum		
Cutting (circle one)		ea./m.
Cutting minimum		
UV Coatings		/m.
Lamination – largest width available =	/in.	/ft.
Composition		/ hr.
Art Layout		/ hr.
Staple		/ea.
Pad		/ea.
Numbering		/ea.
Numbering Minimum		
Shrink Wrap		/ea.
Screens		/ea.
Die cut		/ea.
Die cut Set up		/ea.
Black & White Copying Set-Up Chg		
Color Copying Set-Up Chg		

Section 7.0. Solicitation Response Form RFP-5426-24-KF "Citywide Printing Services"

Addendum 1 Pricing Matrix

Expedited 8-hour turnaround: Is the additional fee added to the total project cost, either as a percentage or a flat fee?		%		Flat Fee
Comments:				
Expedited 24-hour turnaround: Is the additional fee added to the total project cost, either as a percentage or a flat fee?		%		Flat Fee
Comments:				

Typesetting		
Per hour		/ea.
Paste-up per hour		/ea.

Binding/Finishing			1 - 100 Books	101-500 Books	>500
Comb		/ea.			
Wiro		/ea.			
3-ring		/ea.			
Perfect Binding, Black, 1/4"		/ea.			
Perfect Binding, Black, 1/2"		/ea.			
Perfect Binding, Black, 3/4"		/ea.			
Perfect Binding, Black, 1"		/ea.			
Perfect Binding, Black, 1 1/4"		/ea.			
Perfect Binding, Black, 1 1/2"		/ea.			
Perfect Binding, Black, 1 3/4"		/ea.			
Saddle Stitch, 4 sheets		/ea.			
Saddle Stitch, 6 sheets		/ea.			
Saddle Stitch, 8 sheets		/ea.			
Saddle Stitch, 10 sheets		/ea.			
Saddle Stitch, 12 sheets		/ea.			
Saddle Stitch, 14 sheets		/ea.			
Saddle Stitch, 16 sheets		/ea.			
Saddle Stitch, 18 sheets		/ea.			
Saddle Stitch, 20 sheets		/ea.			
Saddle Stitch, 21-40 sheets		/ea.			
Saddle Stitch, 41-60 sheets		/ea.			

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Section 7.0. Solicitation Response Form RFP-5426-24-KF "Citywide Printing Services"

Addendum 1 Pricing Matrix

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"												

Use space below for any additional items to quote or provide additional details.

Docusign Envelope ID: 065CEA3D-52B1-4BA8-B3FE-37EAE8272616

Quotation Proposal

for

CITY OF Grand Junction COLORADO

offered by

PRECISION PRINTING

Docusign Envelope ID: 065CEA3D-52B1-4BA8-B3FE-37EAE8272616

Greetings!

Precision Printing would like to express our continuing interest in working with the City of Grand Junction to provide graphics, printing, and finishing services and products to the various departments and individuals who require them.

My name is Randy Greathouse, and in addition to being a Grand Junction native, I have owned and operated Wilson & Young Printers and Stationers, Inc. since 1986, and Precision Printing since 1997. More recently, we added visual communications strategies and commercial signage products through the opening of our FastSigns franchise in 2017, and then the acquisition of Mail Managers in 2020, providing direct mail and marketing mail services to our clients as well.

We have successfully provided graphics and printing services and consulting to thousands of organizations, companies, and individuals for more than 38 years in Grand Junction, Western Colorado, and beyond. We take pride in our reputation for quality and value at reasonable prices, with personal customer service.

Our primary and secondary facilities are located in Grand Junction, and combined house all of the experienced staff and modern equipment required to design and manufacture virtually everything you have listed on your quote request. Any services we don't offer in-house are available through our extensive list of trusted trade suppliers.

Our customer service and account representatives are experienced in helping our clients to choose the best methods and strategies to accomplish their objectives. The software systems and production processes we have in place are robust and well managed in order to help us meet our clients expectations.

Should you find our initial proposal acceptable, we are happy to meet with you to further discuss your needs and expectations. Please reach me at the contact information found below.

Thank you for your invitation, and your consideration.

Respectfully,

Randy Greathouse
970-245-1294
randy@ppgj.com

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Value Proposition

We propose to provide the City of Grand Junction with printing and graphic needs by leveraging our investment in current technology and training, against our collective years of experience in the print communications industry. By complimenting these assets with the knowledge required, and our desire to perform above and beyond our client's expectations, specifically in the areas of quality products and exceptional customer service, we are committed to providing you with more than just a commodity, but instead, a collaboration to achieve your goals and objectives.

All work will be performed in our production facilities, located less than five miles from your receiving facility, ensuring local control and personal supervision of each order placed. Our production methods and equipment are recognized by our industry as environmentally friendly, and all paper waste is recycled weekly. Our credit card processing procedures are audited periodically by Trustwave to assure PCI compliance, and our thirty-day terms accounts have been established for all City of Grand Junction departments. We have both accounts records and digital graphics archives on file for virtually every job completed over the last four years. Any problems that might arise will be dealt with swiftly and fairly, while proactively working to continuously improve our processes to avoid any repeats.

From convenient order entry, through on-time delivery, we stand behind our people and processes as proven assets to your organization.

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Strategy and Implementation

As the company who was awarded this contact in 2019 and consecutively renewed through 2023, and still is currently supporting the City of Grand Junction's printing needs, our processes for accepting orders and fulfilling those same orders is well established and functional.

We accept orders via face-to-face consultations, phone calls, emails, and website submittals. All orders are confirmed and verified at the time of order, through the same channels used to place the order.

Copy updates are completed (when necessary) and proofed to the client for approval before physical production begins.

Once approved, materials are procured from our inventory, or ordered if necessary, and production is scheduled for press and finishing bindery functions, followed by delivery.

All of these stages are entered, monitored and updated into our Management Information System (MIS) software.

Our management, customer service staff, and production personnel meet every morning to evaluate production priorities and challenges. A daily plan of action is agreed upon and then executed.

These processes have been tested and refined so that they are well suited to the constantly changing landscape of our customers expectations.

Timelines are discussed on a job by job basis to assure delivery of the final product at the agreed upon date or earliest possible date available.

Acknowledgments, estimates, proofs and invoices are delivered to the appropriate City of Grand Junction personal via timely emails.

Docusign Envelope ID: 065CEA3D-52B1-4BA8-B3FE-37EAE8272616

Printing Equipment

- Ryobi/Presstek 3404DI 4-Color Digital Offset Printing Press
  - New in 2019
- Konica Minolta C7100 Accurio Press
  - New in 2023
- Konica Minolta C6085 Accurio Press
  - New in 2019
- Heidelberg Printmaster 2-Color Offset Press
- Ryobi 3200 1-Color Offset Press

Finishing Equipment

- MBO Folder with Right Angle
- Horizon Collector/Folder/Stitcher/Booklet Maker
- Graphic Wizard Consecutive Number/Perforator
- Duplo Creaser/Slitter
- Challenge Paper Drill
- Boston and Interlake Stitcher/Staplers
- Rollem Score/Perforator
- Heidelberg Windmill Letterpress
- Seal Image 400 Large Format Laminator
- Bawm and Monza Power Paper Cutters

Docusign Envelope ID: 065CEA3D-52B1-4BA8-B3FE-37EAE8272616

Company Overview

Wilson & Young Printers & Stationers, Inc.
dba Precision Printing
615 Colorado Avenue, Grand Junction, CO 81501
p: 970-245-1294, f: 970-241-4533
e: info@ppgj.com, url: www.ppgj.com

Located in Downtown Grand Junction on Colorado Avenue since 1972

A Colorado corporation established in 1958 by founding principles Cecil Young and Paul Wilson
Under current ownership/management since 1986 by Randy Greathouse

Current staffing level: 10 employees

Companies also owned:

FASTSIGNS
Make Your Statement

MAIL MANAGERS

Experience

The staff at Precision Printing has extensive experience in dealing with virtually all types of printing generally required by most businesses and non-profit organizations today. Our staff members have all been involved in their respective disciplines of the graphics industry for many years and consider themselves professionals committed to quality results. Helping our clients to achieve the results they require is what allows us to continue to serve our families and our community.

Docusign Envelope ID: 065CEA3D-52B1-4BA8-B3FE-37EAE8272616

References

[redacted]

[redacted]

[redacted]

[redacted]

...not to mention the many customers
we have worked with for the City of Grand Junction
over the last several years.

Docusign Envelope ID: 065CEA3D-52B1-4BA8-B3FE-37EAE8272616

4.2.5.1.	**Books and Reports:**	20	25	30	40	50
	Budget Books	84.65	87.65	79.05	75.38	73.21
	Number of days to print and deliver	10	10	12	12	15
	ACFR Books	79.95	78.44	77.55	76.32	75.6
	Number of days to print and deliver	10	10	12	12	15

4.2.5.2.	**Business Cards, Envelopes, Letterhead, Greeting Cards**		
	Business Cards (80# smooth finish cover, minimum 10.9 pts.)	Single Sided	Double Sided
	250 Cards Each	52.56	66.96
	500 Cards Each	66.77	90.27
	1000 Cards Each	92.64	118.2
	Envelopes (Cougar Opaque 60#) *per box of 500*	1-5 Boxes	5-10 Boxes
	Regular #10	240.55	112.95
	Window #10	245.54	118.97
	Envelopes (24# white wove) per box of 500	1-5 Boxes	5-10 Boxes
	Regular #10	$210.98	$105.85
	Window #10	$213.68	$109.65
	Letterhead (Cougar Opaque 70#) or equivialnt	Page One	Page Two
	500 sheets (one ream)	200.76	30.74
	1000 sheets (two reams)	286.31	61.48
	1500 sheets (three reams)	335.48	92.22
	Letterhead Equivalent to Cougar Opaque 70#	Page One	Page Two
	List Product: Accent Opaque 70#		
	500 sheets (one ream)	$187.65	$22.88
	1000 sheets (two reams)	$257.52	$45.76
	1500 sheets (three reams)	$295.47	$68.64
	Greeting Cards	500	1,000
	Foldable 'Thank You' 100# matte cover 4" x 5.5" CMYK w/ white envelopes, no bleeds	254.44	433.75

4.2.5.3.	**City Calendars**	50,000	60,000	70,000
	100# matte cover stock, glossy aqueous coating, 28 pages, etc.	$46,757.31	$55,715.70	$64,290.89
	Design Services Fixed Rate	N/A	N/A	N/A
	Design Services Hourly Rate	$80.00	$80.00	$80.00
	Comments:			

Section 7.0. Solicitation Response Form RFP-5426-24-KF "Citywide Printing Services"

Addendum 1 Pricing Matrix

4.2.5.4.	NCR Forms (include paper cost)	500	1,000	2,000	3,000	5,000
	2 Part One Sided, 5.5 x 8.5	111.98	182.82	332.26	468.6	741.7
	3 Part One Sided,5.5 x 8.5	176.86	311.68	568.7	823.98	1345.68
	4 Part One Sided, 5.5 x 8.5	228.02	416.06	767.05	1122.01	1851.09
	5 Part One Sided, 5.5 x 8.5	277.77	503.18	945.79	1404.68	2321.18
	2 Part One Sided, 8.5 x 11	166.78	299.89	474.82	659.15	1046.52
	3 Part One Sided, 8.5 x 11	277.2	504.72	664	972.65	1565.5
	4 Part One Sided, 8.5 x 11	371.45	680.89	892.15	1287.24	2116.38
	5 Part One Sided, 8.5 x 11	461.83	867.95	1044.92	1512.9	2482.85
	2 Part One Sided, 8.5 x 14	195.89	358.78	662.42	969.69	1600.21
	3 Part One Sided, 8.5 x 14	322.51	593.57	1135.79	1691.21	2802.04
	4 Part One Sided, 8.5 x 14	437.59	810.58	1577.53	2353.31	3904.83
	5 Part One Sided, 8.5 x 14	505.96	957.67	1890.26	2822.85	4688.03
	2 Part Two Sided, 5.5 x 8.5	136.05	235.16	409.04	587.4	961.7
	3 Part Two Sided,5.5 x 8.5	218.22	377.86	698.3	1035.58	1705.68
	4 Part Two Sided, 5.5 x 8.5	285.75	498.51	949.45	1410.01	2331.09
	5 Part Two Sided, 5.5 x 8.5	334.4	608.18	1185.7	1764.68	2921.18
	2 Part Two Sided, 8.5 x 11	207.35	356.36	672.82	997.29	1646.21
	3 Part Two Sided, 8.5 x 11	323.42	596.08	1167.44	1738.8	2881.51
	4 Part Two Sided, 8.5 x 11	447.03	848.09	1670.15	2942.24	4136.38
	5 Part Two Sided, 8.5 x 11	560.71	1093.95	2160.92	3227.9	5361.85
	2 Part Two Sided, 8.5 x 14	244.17	427.16	814.42	1209.69	2000.21
	3 Part Two Sided, 8.5 x 14	365.83	680.9	1337.07	1993.24	3305.59
	4 Part Two Sided, 8.5 x 14	511.88	977.78	1929.53	2881.31	4784.83
	5 Part Two Sided, 8.5 x 14	604.83	1183.67	2342.26	3500.85	5818.03
	Tag stock – price per sheet	0.3	0.297	0.297	0.297	0.297

4.2.5.6.	Full Service Direct Mail Services:	Quantity									UOM
	between 32 pages and 68 pages books	200	300	400	500	600	700	800	900	1,000	
	Flat Rate Books, per book:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	ea.
	Color Copying (Printing) Price Per Copy										
	Quantity	**500**	**1000**	**2500**	**5000**	**10000**	**15000**	**20000**	**25000**	**50000**	
	Single sided 8.5"x11"	0.234	0.213	0.196	0.192	0.191	0.191	0.191	0.191	0.191	
	Number of days to print and deliver	1	1	2	2	4	4	6	8	10	
	Double sided 8.5"x11"	0.411	0.372	0.358	0.357	0.356	0.356	0.356	0.356	0.356	
	Number of days to print and deliver	1	1	2	2	4	4	6	8	10	
	Single sided 8.5"x14"	0.349	0.312	0.306	0.305	0.305	0.305	0.305	0.305	0.305	
	Number of days to print and deliver	1	1	2	2	4	4	6	8	10	
	Double sided 8.5" x 14"	0.604	0.599	0.576	0.575	0.575	0.575	0.575	0.575	0.575	

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Number of days to print and deliver	1	1	2	2	4	4	6	8	10
Single sided 11" x 17"	0.424	0.387	0.379	0.378	0.378	0.378	0.378	0.378	0.378
Number of days to print and deliver	1	1	2	2	4	4	6	8	10
Double sided 11" x 17"	0.742	0.738	0.709	0.708	0.708	0.708	0.708	0.708	0.708
Number of days to print and deliver	1	1	2	2	4	4	6	8	10
80# Gloss Text Paper	0.063	0.0601	0.58	0.58	0.058	0.057	0.057	0.057	0.057
100# Matte Cover Paper	0.143	0.141	0.139	0.138	0.138	0.138	0.138	0.138	0.138
Color Copying (Printing) set up charge	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Comments:									

Black and White Copying (Printing) Price Per Copy									
Quantity	**500**	**1000**	**2500**	**5000**	**10000**	**15000**	**20000**	**25000**	**50000**
Single sided 8.5"x11" – black ink	0.099	0.087	0.081	0.079	0.079	0.078	0.078	0.078	0.078
Number of days to print and deliver	1	1	2	2	4	4	6	8	10
Double sided 8.5"x11" – black ink	0.139	0.122	0.118	0.117	0.116	0.116	0.116	0.116	0.116
Number of days to print and deliver	1	1	2	2	4	4	6	8	10
Single sided 8.5"x14" – black ink	0.125	0.107	0.099	0.092	0.092	0.092	0.092	0.092	0.092
Number of days to print and deliver	1	1	2	2	4	4	6	8	10
Double sided 8.5" x 14" – black ink	0.175	0.162	0.139	0.138	0.138	0.138	0.138	0.138	0.138
Number of days to print and deliver	1	1	2	2	4	4	6	8	10
Single sided 11" x 17" – black ink	0.181	0.164	0.16	0.159	0.159	0.159	0.159	0.159	0.159
Number of days to print and deliver	1	1	2	2	4	4	6	8	10
Double sided 11" x 17" – black ink	0.292	0.286	0.275	0.274	0.274	0.274	0.274	0.274	0.274
Number of days to print and deliver	1	1	2	2	4	4	6	8	10
80# Gloss Text Paper	0.063	0.0601	0.58	0.58	0.058	0.057	0.057	0.057	0.057
100# Matte Cover Paper	0.143	0.141	0.139	0.138	0.138	0.138	0.138	0.138	0.138
Color Copying (Printing) set up charge	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Comments:									

Specific Print/Copy Jobs	**500**	**1000**	**2500**	**5000**	**10000**	**15000**	**20000**	**25000**	**50000**
Postcard 4" x 6" single-sided 100# CMYK with bleeds	64	96.59	206.87	391.06	738.42	1106	1450.45	1808.54	3606.57
Number of days to print and deliver	2	2	4	4	6	8	8	10	12
Postcard 4" x 6" double-sided 100# CMYK with bleeds	85.5	144.71	316.87	585.22	1129.87	1685.96	2247.77	2808.62	5606.73
Number of days to print and deliver	2	2	4	4	6	8	8	10	12
Door Hangers 3.5" x 8.5" 67# stock, one color, black ink, no bleeds	118.33	195.28	428.7	795.41	1549.53	2024.27	2664.57	3331.55	6620.13
Number of days to print and deliver	6	6	8	10	14	14	14	16	16
Rack Cards 3.5" x 8.5" double-sided 111# silk cover CMYK, bleeds on both sides	136.58	221.93	474.26	704.98	1192.6	1605.47	1891.45	2266.87	4060.01
Number of days to print and deliver	6	6	8	10	14	14	16	16	16
Comments:									

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Forms	Qty	Price	UOM	Please state delivery	State weight & color of Paper quoted:	
Chain of Custody Form	500/box	194.53	Ea. or Bx (circle one)	4	20#	W/C
Sample Receipt Log	250 pg./book	163.23	Book	6	20#	W
Tank Hauler Ticket	1000/ order	0.28416	Each	6	20#	W/C
Comments:						

Miscelanous	Price	UOM
Colored ink – Specific PMS colors	$12.00	
Colored ink – Specific PMS colors via CMYK build	0	
Collate singles	47.4	/ m
Collate Minimum	24	
Fold	38.48	/m.
Fold Minimum	24.81	
Perforation	36.18	/m.
Perforation Minimum	17.5	
Score	37.65	/m.
Score Minimum	20.75	
Perforation/Score	56.38	/m.
Perforation/Score Minimum	28.5	
Drill	13.2	/m.
Drill Minimum	9.45	
Cutting (circle one)	2.10 ea	ea./m.
Cutting minimum	6.85	
UV Coatings		/m.
Lamination – largest width available =	/in.	/ft.
Composition	80	/ hr.
Art Layout	80	/ hr.
Staple	0.09	/ea.
Pad	0.81	/ea.
Numbering	0.09	/ea.
Numbering Minimum	19.75	

Section 7.0. Solicitation Response Form RFP-5426-24-KF "Citywide Printing Services"

Addendum 1 Pricing Matrix

Shrink Wrap	2.1	/ea.			
Screens	N/A	/ea.			
Die cut	0.53	/ea.			
Die cut Set up	225	/ea.			
Black & White Copying Set-Up Chg	0				
Color Copying Set-Up Chg	0				
Expedited 8-hour turnaround: Is the additional fee added to the total project cost, either as a percentage or a flat fee?	50%	%		Flat Fee	
Comments:					
Expedited 24-hour turnaround: Is the additional fee added to the total project cost, either as a percentage or a flat fee?	25%	%		Flat Fee	
Comments:					
Typesetting					
Per hour	$80.00	/ea.			
Paste-up per hour	$80.00	/ea.			
Binding/Finishing			1 - 100 Books	101-500 Books	>500
Comb	3.1	/ea.	N/A	N/A	N/A
Wiro	5.15	/ea.	N/A	N/A	N/A
3-ring	0.12	/ea.	N/A	N/A	N/A
Perfect Binding, Black, 1/4"	N/A	/ea.	N/A	N/A	N/A
Perfect Binding, Black, 1/2"		/ea.	N/A	N/A	N/A
Perfect Binding, Black, 3/4"	N/A	/ea.	N/A	N/A	N/A
Perfect Binding, Black, 1"	N/A	/ea.	N/A	N/A	N/A
Perfect Binding, Black, 1 1/4"	N/A	/ea.	N/A	N/A	N/A
Perfect Binding, Black, 1 1/2"	N/A	/ea.	N/A	N/A	N/A
Perfect Binding, Black, 1 3/4"	N/A	/ea.	N/A	N/A	N/A
Saddle Stitch, 4 sheets	5.08	/ea.	N/A	N/A	N/A
Saddle Stitch, 6 sheets	5.08	/ea.	N/A	N/A	N/A
Saddle Stitch, 8 sheets	5.08	/ea.	N/A	N/A	N/A
Saddle Stitch, 10 sheets	5.08	/ea.	N/A	N/A	N/A
Saddle Stitch, 12 sheets	5.75	/ea.	N/A	N/A	N/A
Saddle Stitch, 14 sheets	5.75	/ea.	N/A	N/A	N/A
Saddle Stitch, 16 sheets	6	/ea.	N/A	N/A	N/A
Saddle Stitch, 18 sheets	6	/ea.	N/A	N/A	N/A
Saddle Stitch, 20 sheets	7.25	/ea.	N/A	N/A	N/A
Saddle Stitch, 21-40 sheets	7.25	/ea.	N/A	N/A	N/A
Saddle Stitch, 41-60 sheets	$8.95	/ea.	N/A	N/A	N/A

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

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Quantity	500	1000	2500	500	1000	2500	500	1000	2500	500	1000	2500
White, 3"x5"	$85.65	$115.24	$218.55	$85.69	$115.24	$218.55	$85.69	$115.24	$218.55	$85.69	$115.24	$218.55
White, 8-1/2" x 11"	$208.19	$374.83	$842.78	$208.19	$374.83	$659.71	$208.19	$374.83	$699.71	$208.19	$374.83	$844.53
White, 8-1/2" x 14"	$372.08	$673.48	$1,614.70	$360.97	$500.98	$930.14	$384.24	$539.59	$989.13	$481.92	$664.53	$1,207.00
White, 11" x 17"	$370.33	$533.15	$1,003.52	$378.24	$533.15	$1,003.52	$370.33	$540.52	$987.43	$370.33	$665.47	$1,204.96

Use space below for any additional items to quote or provide additional details.

4.2.5.6. - Full Service Direct Mail Services: More information will be required to offer comprehensive pricing for this service.

Docusign Envelope ID: 065CEA3D-52B1-4BA8-B3FE-37EAE8272616

Section 7.0. Solicitation Response Form

RFP-5426-24-KF "Citywide Printing Services"

Offeror must submit the entire Form completed, dated, and signed.

1. All Offerors must complete the pricing matrix using the provided link, Solicitation Response Form Pricing Matrix for its proposal response. The Pricing Matrix is conveniently attached to this solicitation for easy reference.

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

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

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

The undersigned Offeror accepts and agrees, by the *terms and conditions contained in this Request for Proposal,* that it is prepared, ready, and willing to perform and provide services as described in the attached Proposal if the same is accepted by the City.

The undersigned Offeror acknowledges the right of the City to reject any Proposal(s) submitted and to waive any informality(ies) and irregularity(ies) therein in the City's sole discretion.

By submission of the Proposal, each Offeror certifies, and in the case of a joint Proposal each party thereto certifies as to its capability, that the Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to the Proposal with any other Offeror or with any competitor.

Prices in the Proposal have not knowingly been disclosed with another Offeror and will not be before award.

- Prices in the Proposal have been arrived at independently, without consultation, communication, or agreement to restrict competition.
- No attempt has been made nor will be to induce any other person or Firm to submit a proposal to restrict competition.
- The individual signing the Proposal certifies that it is a legal agent of the Firm, authorized to represent the Firm, and is legally responsible for the offer concerning supporting documentation and prices provided.
- Direct purchases by the City of Grand Junction 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 shall be Net 30 days.
- Prompt payment discount of 0 percent of the net dollar will be offered, to the Owner if the invoice is paid within 0 days after the receipt of the invoice.

Docusign Envelope ID: 065CEA3D-52B1-4BA8-B3FE-37EAE8272616

RECEIPT OF ADDENDA: The undersigned Firm acknowledges receipt of the Addenda to the Solicitation, Specifications, and other Contract Documents.

State number of Addenda received: 1

It is the responsibility of the Offeror to ensure all Addenda have been received and acknowledged.

Submit a letter signed by the entity Owner or a Statement of Authority delegating authority to act on behalf of the Offeror. Before executing a Contract, the Offeror is required to furnish a completed W-9 form.

Precision Printing
Company Name – (Typed or Printed)

Randy Greathouse
Authorized Agent, Title – (Typed or Printed)

Authorized Agent Signature

970-245-1294
Telephone Number

615 Colorado Ave.
Address of Offeror

randy@ppgj.com
E-mail Address of Agent

Grand Junction, CO 81501
City, State, and Zip Code

6-4-24
Date

Docusign Envelope ID: 065CEA3D-52B1-4BA8-B3FE-37EAE8272616

The undersigned Offeror proposes to subcontract the following portion of Services:

Name & address of Subcontractor (Name, City, State)	Description of Service(s) to be performed	Est. Value of Service(s)
None	N/A	-0-

The undersigned Offeror acknowledges the right of the City to reject any and all Offers submitted and to waive informalities and irregularities therein in the City's sole discretion.

By submission of the Proposal, each Offeror certifies, and in the case of a joint Proposal each party thereto certifies as to its own organization, that this Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to this Proposal with any other Offeror or with any competitor.