



PURCHASING

NOTICE OF AWARD

October 16, 2012

Mr. Steve Nicholas
Adams Lightning Quick Print
2584 Patterson Rd, Suite C
Grand Junction, CO 81506

SOLICITATION DESCRIPTION: REQUEST FOR PROPOSAL 3491-12-SH
OUTSOURCED PRINTING/COPYING REQUIREMENTS

Dear Mr. Nicholas,


You are hereby notified that your firm's offer has been accepted to provide printing and copying services for the City of Grand Junction as required for all types of tasks and functions related to the contract. The Contract Period will run from October 17, 2012 through October 17, 2013. Per the terms of the RFP, the contract may be extended under the same terms and conditions for up to five (5) total contract years.

Please provide your proof of insurance as stated in Section 3 of the solicitation **within 5 days** after receiving this notice. The document(s) can be sent to Susan Hyatt at 250 North 5th Street, Grand Junction, CO 81501 or you can email it to susanh@gjcity.org. The City is to be noted as certificate holder. The insurance information must be on file **no later than October 31, 2012**.

The contract has been established using the Scope of Service in the formal solicitation. This contract will be split between Adams Lightning Quick Print and Peczuh Printing Company. There will be no clearly defined set of services awarded to either vendor. City employees will use their own discretion to use one or the other.

If you have any questions or need to discuss the award, please call me at 244-1513. I trust we will have a beneficial and rewarding experience together.

Sincerely,


Susan J. Hyatt, CPPB, C.P.M.
Senior Buyer
City of Grand Junction
Purchasing Division



**Request for Proposal
RFP-3491-12-SH**

**OUTSOURCED PRINTING/COPYING
SERVICES**

RESPONSES DUE:

July 24, 2012 prior to 2:30 P.M.
250 N. 5th Street
City Clerk's Office, Room #111
Grand Junction, CO 81501

PURCHASING REPRESENTATIVE:

Susan J. Hyatt C.P.M., CPPB
Senior Buyer
susanh@gjcity.org
970-244-1513

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

REQUEST FOR PROPOSAL

**Outsourced Printing and Copying Services
RFP-3491-12-SH**

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REQUEST FOR PROPOSAL
RFP-3491-12-SH
Outsourced Printing/Copying Services

SECTION 1.0: ADMINISTRATIVE INFORMATION & CONDITIONS FOR SUBMITTAL

- 1.1 Issuing Office:** This Request for Proposal (RFP) is issued for the City of Grand Junction and/or Mesa County (Owner). All contact regarding this RFP is directed to:

RFP QUESTIONS:

Susan Hyatt, Senior Buyer
susanh@gjcity.org

- 1.2 Purpose:** The purpose of this RFP is to obtain proposals from qualified professional firms to provide printing and copying services for the City of Grand Junction.
- 1.3 The Owner:** The Owner is the City of Grand Junction and/or Mesa County, Colorado and is referred to throughout this Solicitation. The term Owner means the Owner or his authorized representative.
- 1.4 Compliance:** All participating Offerors, by their signature hereunder, shall agree to comply with all conditions, requirements, and instructions of this RFP as stated or implied herein. Should the Owner omit anything from this packet which is necessary to the clear understanding of the requirements, or should it appear that various instructions are in conflict, the Offeror(s) shall secure instructions from the Purchasing Division prior to the date and time of the submittal deadline shown in this RFP.
- 1.5 Submission:** Please refer to section 5.0 for what is to be included. Each proposal shall include **One (1) hard copy** and **one (1) electronic copy on CD or USB Flash Drive**, placed in a sealed envelope and marked clearly on the outside **“RFP-3491-12-SH Printing/Copying Services”** THE ELECTRONIC COPY SHALL BE AN EXACT REPRODUCTION OF THE ORIGINAL DOCUMENT(S) PROVIDED. ALL SECTIONS SHALL BE COMBINED INTO A SINGLE ELECTRONIC DOCUMENT. For proper comparison and evaluation, the Owner requests that proposals be formatted as directed in Section 5.0 “Preparation and Submittal of Proposals.” Submittals received that fail to follow this format may be ruled non-responsive.
- 1.6 Altering Proposals:** Any alterations made prior to opening date and time must be initialed by the signer of the proposal, guaranteeing authenticity. Proposals cannot be altered or amended after submission deadline.
- 1.7 Withdrawal of Proposal:** A proposal must be firm and valid for award and may not be withdrawn or canceled by the Offeror prior to the sixty-first (61st) day following the submittal deadline date and only prior to award. The Offeror so agrees upon submittal of their proposal. After award this statement is not applicable.
- 1.8 Acceptance of Proposal Content:** The contents of the proposal of the successful Offeror shall become contractual obligations if acquisition action ensues. Failure of the successful Offeror to accept these obligations in a contract shall result in cancellation of the award and such vendor shall be removed from future solicitations.

- 1.9 Exclusion:** No oral, telegraphic, or telephonic proposals shall be considered.
- 1.10 Addenda:** All Questions shall be submitted in writing to the appropriate person as shown in Section 1.1. Any interpretations, corrections and changes to this RFP or extensions to the opening/receipt date shall be made by a written Addendum to the RFP by the City Purchasing Division. Sole authority to authorize addenda shall be vested in the City of Grand Junction Purchasing Representative. Addenda will be issued electronically through the City's website at www.gjcity.org by selecting the Bids link, and Bidnet at www.rockymountainbidsystem.com. Offerors shall acknowledge receipt of all addenda in their proposal.
- 1.11 Exceptions and Substitutions:** All proposals meeting the intent of this RFP shall be considered for award. Offerors taking exception to the specifications shall do so at their own risk. The Owner reserves the right to accept or reject any or all substitutions or alternatives. When offering substitutions and/or alternatives, Offeror must state these exceptions in the section pertaining to that area. Exception/substitution, if accepted, must meet or exceed the stated intent and/or specifications. The absence of such a list shall indicate that the Offeror has not taken exceptions, and if awarded a contract, shall hold the Offeror responsible to perform in strict accordance with the specifications or scope of work contained herein.
- 1.12 Confidential Material:** All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after 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 clearly identified with the words **"Confidential Disclosure"** and placed in a separate envelope shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. The request shall be reviewed and either approved or denied by the Purchasing Supervisor. If denied, the proposer shall have the opportunity to withdraw its entire proposal, or to remove the confidential or proprietary restrictions. Neither cost nor pricing information nor the total proposal shall be considered confidential or proprietary.
- 1.13 Response Material Ownership:** All proposals become the property of the Owner upon receipt and shall only be returned to the proposer 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 outlined in the section 1.12 entitled "Confidential Material". Disqualification of a proposal does not eliminate this right.
- 1.14 Minimal Standards for Responsible Prospective Offerors:** A prospective Offeror must affirmably demonstrate their responsibility. A prospective Offeror must meet the following requirements:
- Have adequate financial resources, or the ability to obtain such resources as required.
 - Be able to comply with the required or proposed completion schedule.

- Have a satisfactory record of performance.
- 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.

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

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

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

2.2. Execution, Correlation, Intent, and Interpretations: The Contract Documents shall be signed in not less than triplicate by the Owner (Owner) and Contractor. Owner will provide the contract. By executing the contract, the Contractor represents that he/she has familiarized himself with the conditions under which the Work is to be performed, and correlated his observations with the requirements of the Contract Documents. The Contract Documents are complementary, and what is required by any one, shall be as binding as if required by all. The intention of the documents is to include all labor, materials, equipment and other items necessary for the proper execution and completion of the scope of work as defined in the technical specifications and drawings contained herein. All drawings, specifications and copies furnished by the Owner are, and shall remain, Owner property. They are not to be used on any other project, and with the exception of one contract set for each party to the contract, are to be returned to the owner on request at the completion of the work.

2.3. Permits, Fees, & Notices: The Contractor shall secure and pay for all permits, governmental fees and licenses necessary for the proper execution and completion of the work. The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations and orders of any public authority bearing on the performance of the work. If the Contractor observes that any of the Contract Documents are at variance in any respect, he shall promptly notify the Owner in writing, and any necessary changes shall be adjusted by approximate modification. If the Contractor performs any work

knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the Owner, he shall assume full responsibility and shall bear all costs attributable.

- 2.4. Responsibility for those Performing the Work:** The Contractor shall be responsible to the Owner for the acts and omissions of all his employees and all other persons performing any of the work under a contract with the Contractor.
- 2.5. Miscellaneous Conditions: OSHA Standards:** All bidders agree and warrant that services performed in response to this invitation shall conform to the standards declared by the US Department of Labor under the Occupational Safety and Health Act of 1970 (OSHA). In the event the services do not conform to OSHA standards, the Owner may require the services to be redone at no additional expense to the Owner.
- 2.6. Changes in the Work:** The Owner, without invalidating the contract, may order changes in the work within the general scope of the contract consisting of additions, deletions or other revisions. All such changes in the work shall be authorized by Change Order and shall be executed under the applicable conditions of the contract documents. A Change Order is a written order to the Contractor signed by the Owner issued after the execution of the contract, authorizing a change in the work or an adjustment in the contract sum or the contract time.
- 2.7. Minor Changes in the Work:** The Owner shall have authority to order minor changes in the work not involving an adjustment in the contract sum or an extension of the contract time and not inconsistent with the intent of the contract documents.
- 2.8. Uncovering & Correction of Work:** The Contractor shall promptly correct all work found by the Owner as defective or as failing to conform to the contract documents. The Contractor shall bear all costs of correcting such rejected work, including the cost of the Owner's additional services thereby made necessary. The Owner shall give such notice promptly after discover of condition. All such defective or non-conforming work under the above paragraphs shall be removed from the site where necessary and the work shall be corrected to comply with the contract documents without cost to the Owner.
- 2.9. Amendment:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All amendments to the contract shall be made in writing by the Owner Purchasing Division.
- 2.10. Assignment:** The Offeror shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written approval from the Owner.
- 2.11. Compliance with Laws:** Proposals must comply with all Federal, State, County and local laws governing or covering this type of service and the fulfillment of all ADA (Americans with Disabilities Act) requirements.
- 2.12. Confidentiality:** All information disclosed by the Owner to the Offeror for the purpose of the work to be done or information that comes to the attention of the Offeror during the course of performing such work is to be kept strictly confidential.

- 2.13. Conflict of Interest:** No public official and/or Owner employee shall have interest in any contract resulting from this RFP.
- 2.14. Contract:** This Request for Proposal, submitted documents, and any negotiations, when properly accepted by the Owner, shall constitute a contract equally binding between the Owner and Offeror. The contract represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral, including the Proposal documents. The contract may be amended or modified with Change Orders, Field Orders, or Addendums.
- 2.15. Project Manager/Administrator:** The Project Manager, on behalf of the Owner, shall render decisions in a timely manner pertaining to the work proposed or performed by the Offeror. The Project Manager shall be responsible for approval and/or acceptance of any related performance of the Scope of Services.
- 2.16. Contract Termination:** This contract shall remain in effect until any of the following occurs: (1) contract expires; (2) completion of services; (3) acceptance of services or, (4) for convenience terminated by either party with a written *Notice of Cancellation* stating therein the reasons for such cancellation and the effective date of cancellation at least thirty days past notification.
- 2.17. Employment Discrimination:** During the performance of any services per agreement with the Owner, the Offeror, by submitting a Proposal, agrees to the following conditions:
- 2.17.1.** The Offeror shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, citizenship status, marital status, veteran status, sexual orientation, national origin, or any legally protected status except when such condition is a legitimate occupational qualification reasonably necessary for the normal operations of the Offeror. The Offeror agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - 2.17.2.** The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Offeror, shall state that such Offeror is an Equal Opportunity Employer.
 - 2.17.3.** Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- 2.18. Immigration Reform and Control Act of 1986 and Immigration Compliance:** The Offeror certifies that it does not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 and/or the immigration compliance requirements of State of Colorado C.R.S. § 8-17.5-101, *et seq.* (House Bill 06-1343).
- 2.19. Ethics:** The Offeror shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official, or agent of the Owner.

- 2.20. Failure to Deliver:** In the event of failure of the Offeror to deliver services in accordance with the contract terms and conditions, the Owner, after due oral or written notice, may procure the services from other sources and hold the Offeror responsible for any costs resulting in additional purchase and administrative services. This remedy shall be in addition to any other remedies that the Owner may have.
- 2.21. Failure to Enforce:** Failure by the Owner at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Owner to enforce any provision at any time in accordance with its terms.
- 2.22. Force Majeure:** The Offeror shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the Offeror, unless otherwise specified in the contract.
- 2.23. Indemnification:** Offeror shall defend, indemnify and save harmless the Owner, State of Colorado, and all its officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Offeror, or of any Offeror's agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Offeror shall pay any judgment with cost which may be obtained against the Owner growing out of such injury or damages.
- 2.24. Independent Firm:** The Offeror shall be legally considered an Independent Firm and neither the Firm nor its employees shall, under any circumstances, be considered servants or agents of the Owner. The Owner shall be at no time legally responsible for any negligence or other wrongdoing by the Firm, its servants, or agents. The Owner shall not withhold from the contract payments to the Firm any federal or state unemployment taxes, federal or state income taxes, Social Security Tax or any other amounts for benefits to the Firm. Further, the Owner shall not provide to the Firm any insurance coverage or other benefits, including Workers' Compensation, normally provided by the Owner for its employees.
- 2.25. Nonconforming Terms and Conditions:** A proposal that includes terms and conditions that do not conform to the terms and conditions of this Request for Proposal is subject to rejection as non-responsive. The Owner reserves the right to permit the Offeror to withdraw nonconforming terms and conditions from its proposal prior to a determination by the Owner of non-responsiveness based on the submission of nonconforming terms and conditions.
- 2.26. Ownership:** All plans, prints, designs, concepts, etc., shall become the property of the Owner.
- 2.27. Oral Statements:** No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this document and/or resulting agreement.

All modifications to this request and any agreement must be made in writing by the Owner.

- 2.28. Patents/Copyrights:** The Offeror agrees to protect the Owner from any claims involving infringements of patents and/or copyrights. In no event shall the Owner be liable to the Offeror for any/all suits arising on the grounds of patent(s)/copyright(s) infringement. Patent/copyright infringement shall null and void any agreement resulting from response to this RFP.
- 2.29. Remedies:** The Offeror and Owner agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
- 2.30. Venue:** Any agreement as a result of responding to this RFP shall be deemed to have been made in, and shall be construed and interpreted in accordance with, the laws of the City of Grand Junction, Mesa County, Colorado.
- 2.31. Expenses:** Expenses incurred in preparation, submission and presentation of this RFP are the responsibility of the company and can not be charged to the Owner.
- 2.32. Sovereign Immunity:** The Owner specifically reserves its right to sovereign immunity pursuant to Colorado State Law as a defense to any action arising in conjunction to this agreement.
- 2.33. Public Funds/Non-Appropriation of Funds:** Funds for payment have been provided through the City of Grand Junction/Mesa County budget approved by the City Council/Board of County Commissioners for the stated fiscal year only. State of Colorado statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the stated City of Grand Junction/Mesa County fiscal year shall be subject to budget approval. Any contract will be subject to and must contain a governmental non-appropriation of funds clause.
- 2.34. Collusion Clause:** Each Offeror by submitting a proposal certifies that it is not party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any and all proposals shall be rejected if there is evidence or reason for believing that collusion exists among the proposers. The Owner may or may not, at the discretion of the Owner Purchasing Representative, accept future proposals for the same service or commodities for participants in such collusion.
- 2.35. Gratuities:** The proposer certifies and agrees that no gratuities, kickbacks or contingency fees were paid in connection with this contract, nor were any fees, commissions, gifts or other considerations made contingent upon the award of this contract. If the proposer breaches or violates this warranty, the Owner may, at their discretion, terminate this contract without liability to the Owner.
- 2.36. Safety Warranty:** Offeror also warrants that the services performed shall conform to the standards declared by the US Department of Labor under the Occupational Safety and Health Act of 1970.

- 2.37. Performance of the Contract:** The Owner reserves the right to enforce the performance of the contract in any manner prescribed by law or deemed to be in the best interest of the Owner in the event of breach or default of resulting contract award.
- 2.38. Benefit Claims:** The Owner shall not provide to the Offeror any insurance coverage or other benefits, including Worker's Compensation, normally provided by the Owner for its employees.
- 2.39. Default:** The Owner reserves the right to terminate the contract immediately in the event the Offeror fails to meet delivery or completion schedules, or otherwise perform in accordance with the accepted proposal. Breach of contract or default authorizes the Owner to purchase like services elsewhere and charge the full increase in cost to the defaulting Offeror.
- 2.40. Multiple Offers:** Proposers must determine for themselves which product to offer. If said proposer chooses to submit more than one offer, THE ALTERNATE OFFER must be clearly marked "Alternate Proposal". The Owner reserves the right to make award in the best interest of the Owner.
- 2.41. Cooperative Purchasing:** Purchases as a result of this solicitation are primarily for the Owner. Other governmental entities may be extended the opportunity to utilize the resultant contract award with the agreement of the successful provider and the participating agencies. All participating entities will be required to abide by the specifications, terms, conditions and pricings established in this Proposal. The quantities furnished in this proposal document are for only the Owner. It does not include quantities for any other jurisdiction. The Owner will be responsible only for the award for our jurisdiction. Other participating entities will place their own awards on their respective Purchase Orders through their purchasing office or use their purchasing card for purchase/payment as authorized or agreed upon between the provider and the individual entity. The Owner accepts no liability for payment of orders placed by other participating jurisdictions that choose to piggy-back on our solicitation. Orders placed by participating jurisdictions under the terms of this solicitation will indicate their specific delivery and invoicing instructions.
- 2.42. Definitions:**
- 2.42.1.** "Contractor" refers to the person, partnership, firm or corporation entering into an Agreement with the Owner for the services required and the legal representatives of said party or the agent appointed to act for said party in the performance of the service(s) contracted for.
- 2.42.2.** "Offeror" refers to the person or persons legally authorized by the Contractor to make an offer and/or submit a bid (fee) proposal in response to the Owner's RFP.
- 2.42.3.** The term "Work" includes all labor necessary to produce the requirements by the Contract Documents, and all materials and equipment incorporated or to be incorporated in such construction.
- 2.42.4.** "Owner" is the City of Grand Junction/Mesa County, Colorado and is referred to throughout the Contract Documents. The Owner will have authority to reject work which does not conform to the Contract documents. Whenever, in his

reasonable opinion, he considers it necessary or advisable to insure the proper implementation of the intent of the Contract Documents, he will have authority to require the Contractor to stop the work or any portion, or to require special inspection or testing of the work, whether or not such work can be then be fabricated, installed, or completed. The Owner will not be responsible for the acts or omissions of the Contractor, and sub-Contractor, or any of their agents or employees, or any other persons performing any of the work.

2.42.5. "Contractor is the person or organization identified as such in the Agreement and is referred to throughout the Contract Documents. The term Contractor means the Contractor or his authorized representative. The Contractor shall carefully study and compare the General Contract Conditions of the Contract, Specification and Drawings, Scope of Work, Addenda and Modifications and shall at once report to the Owner any error, inconsistency or omission he may discover. Contractor shall not be liable to the Owner for any damage resulting from such errors, inconsistencies or omissions. The Contractor shall not commence work without clarifying Drawings, Specifications, or Interpretations.

2.42.6. "Sub-Contractor is a person or organization who has a direct contract with the Contractor to perform any of the work at the site. The term sub-contractor is referred to throughout the contract documents and means a sub-contractor or his authorized representative.

SECTION 3.0: INSURANCE REQUIREMENTS

3.1 Insurance Requirements: The selected Firm agrees to procure and maintain, at its own cost, policy(s) of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the Firm pursuant to this Section. Such insurance shall be in addition to any other insurance requirements imposed by this Contract or by law. The Firm shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Section by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

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 pursuant to this Section. 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 insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Contract, and Employers' Liability insurance with minimum limits of:

FIVE HUNDRED THOUSAND DOLLARS (\$500,000) each accident,
FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease - policy limit, and
FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease - each employee

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

ONE MILLION DOLLARS (\$1,000,000) each occurrence and
ONE MILLION DOLLARS (\$1,000,000) per job aggregate.

The policy shall be applicable to all premises and 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 interests provision.

- (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

This policy shall provide coverage to protect the contractor against liability incurred as a result of the professional services performed as a result of responding to this Solicitation.

With respect to each of Consultant's owned, hired, or non-owned vehicles assigned to be used in performance of the Work. The policy shall contain a severability of interests provision. The policies required by paragraphs (a), (b), and (c) above shall be endorsed to include the Owner and the Owner's officers and employees as additional insureds. Every policy required 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 Consultant. No additional insured endorsement to any required policy shall contain any exclusion for bodily injury or property damage arising from completed operations. The Consultant shall be solely responsible for any deductible losses under any policy required above.

SECTION 4.0: SPECIFICATIONS/SCOPE OF SERVICES

- 4.1. General/Background:** At the beginning of 2006 the City of Grand Junction began outsourcing printing and copying needs. The nature of this contract possibly lends itself to only local providers. However, other providers will be considered. Owner departments and divisions require many diverse and complicated printing and copying projects. The projects vary from simple print jobs to complex and difficult government reports. These jobs can range from a few booklets to hundreds of bound manuals and can involve a number of different tasks to complete the order.
- 4.2. Special Conditions/Provisions:** This contract is not all inclusive of all printing/copying required by the Owner. Historically, larger jobs are bid out on an individual basis and this method will continue. Examples of these types of jobs are the City Calendar, the Official Visitor's Guide and the Parks Activity Guide.
- 4.2.1 Formal Solicitation:** Any individual job or project \$10,000 or greater is required to be solicited by individual formal competition using a Request for Proposals or Invitation

for Bids. If a particular job or project falls into this category, it is against City ordinance and unlawful for a vendor to agree to enter into a contract with an employee. Formal solicitations are issued only by the City's Purchasing Division. *Vendors share the responsibility to ensure this threshold is strictly followed.*

4.2.2 Purchase Orders: Any individual job or project \$5000 or greater shall have a purchase order issued. City ordinance requires approval of the job prior to the vendor proceeding. All purchase orders are issued only by the City's Purchasing Division. *The vendor shares the responsibility with the Owner's employee to ensure this guideline is strictly followed.*

4.2.3 Contract Period: The initial terms of this contract will be for one (1) year from date of award. The Owner reserves the right to extend the contract under the same terms and conditions for additional periods from date of expiration provided such extensions are mutually agreeable to the Owner and the Contractor, not to exceed five (5) total contract years.

4.2.4 Delivery: Delivery will be required within 48-72 hours on normal orders and 8-24 hours on emergency orders. The Owner will decide what constitutes an emergency order. Pick up and delivery will be made directly to the ordering department, division, or employee. Extended delivery will be as agreed upon by the City and the Contractor on large or complex jobs. Vendors should expect to make deliveries daily based on requirements.

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

4.2.6 Estimated Value: This shall be an open ended contract. The dollar value of this contract is estimated to be in excess of \$100,000, although a minimum is not guaranteed. The contract shall be binding only for actual services provided during the contract period.

4.2.7 Method and Approval of Payment: Approval of any and all payments are subject to inspection by the Owner. Payment will be made from vendor's submitted invoices containing the required information, such as job name, quantity, brief description of work done, etc. Invoices are paid once a week on Friday if paperwork is submitted before Wednesday noon. The Owner encourages payment by Purchasing Card.

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

4.2.9 Price Escalation/De-escalation: All prices offered herein shall be firm against any increase for a period of 90 days from the contract date. The Owner will consider price adjustments quarterly. It shall be the Contractor's responsibility to notify the Project Manager or the Purchasing Department in advance of any anticipated price changes and

submit a request for a price increase by furnishing bona-fide documents (invoice) reflecting the price increases from your suppliers or service providers. Increases shall be limited to the additional costs to the Contractor. All requests shall be written. There is no guarantee that request for increases will be approved. All approved contract price revisions shall be documented in writing by the Owner in the form of a contract change order.

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

4.2.9.2 It is expected that all price decreases will be passed on to the Owner upon the quarterly review.

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

Scope of Services:

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

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

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

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

4.3.5 The successful vendor(s) will work with employee in trying to accommodate delivery deadlines. The Owner will make every attempt to allow a reasonable length of time for the vendor to print or copy a job; however, it is expected that the vendor will cooperate and make every attempt to accommodate the Owner when there is a rush job

to be done. Additional charges (up charges) must be clearly identified on the Response Form.

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

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

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

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

4.3.10 The length of this Agreement will be from September 1, 2012 to August 31, 2013, with the option to renew for four (4) additional years.

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

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

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

4.3.14 The Response Form is a matrix designed to obtain as much information as possible regarding pricing. Costs given in the basic matrix will separate some functions and will be priced in several different areas. Some responses will reflect the cost of the

total job, some include set-up and overhead. Any special or additional handling, such as numbering or folding, will be priced separately. All prices applicable to a specific job will be combined to determine the total cost for that job (see Section 4.3.6). It is mandatory that each vendor fill out the Response Form completely according to their printing or copying capabilities.

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

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

Minimum Specifications:

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

- All jobs will be printed on equal or better weight and quality of paper as the existing forms.
- Pricing shall include the brand name and weight of paper or equal specified on the Response Form. If pricing an equal, state the brand name, description and weight. The Owner reserves the right to negotiate with the successful vendor(s) for other types of papers at time of order.
- All multiple part forms will be reproduced as the existing form, with carbon sheets, patterned carbon or NCR as appropriate.
- Jobs will include same colors of paper as original forms. Ink colors will also be the same as the originals, unless otherwise specified at time of order.
- All jobs will include anything special, such as die cuts, perforations, screening, envelopes, bindery work, and so on.
- All numbered forms will be as directed by the Owner at time of order. Most numbers are printed in red or black. Multiple part numbered forms are usually crash printed.

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

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

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

4.3.21 The successful vendor(s) shall work with the Owner in trying to accommodate delivery deadlines. The Owner will make every attempt to allow a reasonable length of time for the vendor to print the form; however, it is expected that the vendor(s) will cooperate, and make every attempt to accommodate the Owner when there is a rush job to be done. See Section 4.2.4 for delivery expectations.

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

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

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

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

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

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

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

4.3.29 Business Card Specifications: Size is 2" x 3.5". Stock is 80# Cougar Cover Stock. Printed two-color, PMS 2925 Blue and 576 Green, no black ink. Some cards will be printed on two sides. Minimum order quantity per individual will be determined based on responses received. Estimated annual volume is 125,000; 10,000 of which are two-sided.

4.3.30 Letterhead Specifications: Size is 8.5" x 11". Stock is Cougar Opaque 70# Offset. Printed two-color, PMS 2925 Blue and 576 Green, no black ink. First page of letterhead has City Logo, department identifier and address. Page two is blank, will be ordered in bulk and kept in City Stores warehouse. Estimated annual volume is 32,000 letterhead, 2000 page two or less.

4.3.31 Business Envelope Specifications: Typical size is #10 and are both window and regular. Stock is Cougar Opaque 60# Text. Envelopes are printed two-color, PMS

2925 Blue and 576 Green, no black ink; will have City Logo, department identifier and address. Estimated annual volume is 425,000 window, 65,000 regular.

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

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

4.3.34 Door Hangers: Sheet size is 8.5" x 13" and 8.5" x 10.5", finished size is 4.33" x 8.5" and 3.5" x 8.5". Stock is 67#, colors vary. Some are blue, some canary, some white. Some set-up may be required by vendor, depending on the job. Volumes vary, depending on the project. Annual volume can vary greatly from year to year, but average estimated usage is 4000 full sheets.

4.3.35 CAFR Books: Size 8.5" x 11". Paper stock is regular 20# paper. Cover stock is 110#, printed in color and laminated. Back cover is black 110# stock. Book usually has from 100 to 150 pages, printed back to back. Some pages are printed in color. Tabs are required, 110# stock, approximately 10 per book, printed in color, laminated. Books are coil bound. Approximately 55 CAFR Books are required every year.

4.3.36 Sewer Audit Books: Size is 8.5" x 11". Paper stock is regular 20# paper. Book usually has from 40 to 50 pages, printed on one side. Tabs are required, 100# tab stock, approximately 30 per book, printed in black ink. Cover stock is 110# colored paper, printed in black ink. Books are coil bound. Approximately 70 books are required every year.

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

4.4. RFP Tentative Time Schedule:

- Request for Proposal available on or about June 22, 2012
- Inquiry deadline, no questions after this date July 13, 2012
- Submittal deadline for proposals July 24, 2012
- Owner evaluation of proposals July 25 – August 1, 2012
- Final selection August 3, 2012
- City Council Approval August 15, 2012
- Contract execution September 1, 2012

SECTION 5.0: PREPARATION AND SUBMITTAL OF PROPOSALS

- 5.1 Submission:** Each proposal shall include **One (1) hard copy and one (1) electronic copy on USB Flash Drive or CD**, placed in a sealed envelope and marked clearly on the outside **“Outsourced Printing/Copying Services, RFP-3491-12-SH”**. **The electronic copy shall be an exact reproduction of the original documents provided. All sections shall be combined into a SINGLE ELECTRONIC DOCUMENT.** Offerors are required to indicate their interest in this Project, show their specific experience and address their capability to perform the Scope of Services in the Time Schedule as set forth herein. For proper comparison and evaluation, the Owner requests that proposals be formatted **A to G**. Proposals must contain all of the following information to satisfy the requirements of this RFP:
- A. Cover Letter:** Cover letter shall be provided which explains the Firm’s interest in the project. The letter shall contain the name/address/phone number of the person who will serve as the firm’s principal contact person with Owner’s Contract Administrator and shall identify individual(s) who will be authorized to make presentations on behalf of the firm. The statement shall bear the signature of the person having proper authority to make formal commitments on behalf of the firm. By submitting a response to this solicitation the Contractor agrees to all requirements herein.
 - B. Qualifications/Experience/Credentials:** Proposers shall provide their qualifications for consideration as a contract provider to the City of Grand Junction/Mesa County and include prior experience in similar projects.
 - C. Strategy and Implementation Plan:** Describe your (the firm’s) interpretation of the Owner’s objectives with regard to this RFP. Describe the proposed strategy and/or plan for achieving the objectives of this RFP. The Firm may utilize a written narrative or any other printed technique to demonstrate his/her ability to satisfy the Scope of Services. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described and the RFP objectives are accomplished.
 - D.** Describe any **Transportation Practices** in the supply chain that promote increased fuel efficiency and/ or use of alternate fuel sources.
 - E. References:** A minimum of three (3) **references** with their names, addresses and telephone numbers that can attest to your experience in projects of similar scope and size.
 - F. Response Form:** Provide a complete list of costs using Solicitation Response Form found in Section 7. It is mandatory that this Form be used for all pricing offered, even if other documentation is included.
 - G. Additional Data (optional):** Provide any additional information that will aid in evaluation of your qualifications with respect to this project.

SECTION 6.0: EVALUATION CRITERIA AND FACTORS

- 6.1 Evaluation:** An evaluation team shall review all responses and select the proposal or proposals that best demonstrate the capability in all aspects to perform the scope of services and possess the integrity and reliability that will ensure good faith performance.
- 6.2 Intent:** Only respondents who meet the qualification criteria will be considered. Therefore, it is imperative that the submitted proposal clearly indicate the firm's ability to provide the services described herein.

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

- Responsiveness of submittal to the RFP
- Understanding of the project and the objectives
- Experience
- Necessary resources
- Strategy & Implementation Plan
- Demonstrated capability
- References
- Fees
- Ability to pick up and deliver jobs on a daily basis

The Owner will undertake negotiations with the top rated firm and will not negotiate with lower rated firms unless negotiations with higher rated firms have been unsuccessful and terminated.

- 6.3 Oral Interviews:** The Owner may invite the most qualified rated proposers to participate in oral interviews.
- 6.4 Award:** Firms shall be ranked or disqualified based on the criteria listed in Section 6.2. The Owner reserves the right to consider all of the information submitted and/or oral presentations, if required, in selecting the project Contractor.

SECTION 7.0: SOLICITATION RESPONSE FORM
RFP-3491-12-SH "Outsourced Printing/Copying Services"

Offeror must submit entire Form completed, dated and signed.

1. Provide a comprehensive list of the equipment you anticipate using to facilitate this contract.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Insurance: Do you agree to provide proof of the required insurance upon award as stated in Section 3? _____

3. Copy vs. Press: At what volume will you move a job off the copier and onto the printing press? _____

4. Paper: Provide the specifications for your commonly used white dual purpose 20# paper. _____

5. Customer References: List at least three customer references for similar work you've done in the past. See Section 5.1, E for instructions.

Company _____ Contact Person _____
Address/Location _____ Phone _____
Email _____

Company _____ Contact Person _____
Address/Location _____ Phone _____
Email _____

Company _____ Contact Person _____
Address/Location _____ Phone _____
Email _____

6. Price Matrix:

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

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

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

Business Cards (Cougar Cover 80#)	One Sided	Two Sided
250 Cards Each		
500 Cards Each		
1000 Cards Each		
Letterhead (Cougar Opaque 70#)	Page One	Page Two
500 sheets (one ream)		
1000 sheets (two reams)		
1500 sheets (three reams)		

Envelopes (Cougar Opaque 60#)	Per box of 500
Regular #10	
Window #10	

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

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

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

Books	50	75	100	150	200	250	300	500
CAFR Books								
Number of days to print and deliver								
Sewer Audit Books								
Number of days to print and deliver								

Remarks/Comments of importance: _____

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

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

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

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

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

- Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The individual signing this proposal certifies that he/she is a legal agent of the offeror, authorized to represent the offeror and is legally responsible for the offer with regard to supporting documentation and prices provided.
- Date: _____
- Direct purchases by the Owner 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.
- 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. Payment Terms _____.

ADDENDA: State number of Addenda received: _____.

Date: _____

Company Name – (Typed or Printed)

Authorized Agent – (Typed or Printed)

Authorized Agent Signature

Title

Address of Offeror

Owner, State, and Zip Code

Phone Number

Fax Number

E-mail Address of Agent

Cell Phone Number

SECTION 8.0: Proposal Structure

Use of this Proposal Structure is required or the proposal may be considered unresponsive and therefore disqualified. The Offeror must place and label a major tab between each Part of the Proposal Structure and minor tabs between each sub-part of the proposal structure.

Part 1	Solicitation Submittal
	Cover Letter
	Qualifications of Firm/Project Team
	Strategy and Implementation Plan
	Transportation Practices
	References
	Response Form
	Additional Data
Part 2	Solicitation Response Form
	Submit dated and signed form
Part 3	Number of Submittals
	One (1) hard copy and one (1) electronic copy on CD or flash drive. Electronic copy is to include an exact replication of the hard copy combined into a single document



ADDENDUM NO. 1

DATE: July 13, 2012

FROM: City of Grand Junction
Purchasing Division
Susan J. Hyatt, C.P.M., CPPB

TO: All Offerors and Interested Parties

RE: Outsourced Printing/Copying Services RFP-3491-12-SH

Firms responding to or interested in the above referenced Request for Proposals are hereby instructed that the solicitation requirements have been clarified, modified, superseded and supplemented as to this date per the following questions and responses:

Question 1. **“To comply with your need to have a printer located in Grand Junction, we would need to partner with a printer in that area to print and deliver all materials to you. We would not hire them to control the project, but to work with you on the print quality. Would this scenario disqualify us?”**

Answer: **The scenario you described will not disqualify you. However, you will be required to provide full disclosure of the relationship as well as contact information for the local printer.**

Question 2. **“Will you accept any changes to the Terms and Conditions?”**

Answer: **Please note any exceptions to the Terms and Conditions in your response. If awarded the contract, negotiations will take place at that time.**

Question 3. **“Spring Clean-Up Brochure: Size is 8.5” x 11”. Stock is 20# colored paper, folded in thirds (trifold). Estimated volume is 24,000 per year. With bleeds? Full color?”**

Answer: **The brochure is printed in black ink with no bleeds.**

Question 4. **“Leaf Program Brochure: Size is 8.5” x 11”. Stock is 20# paper, folded in thirds (trifold). Brochure is two-sided. Estimated volume is 24,000 per year. With bleeds? Full color?”**

Answer: The brochure will have some full color photographs with no bleeds. The City logo is two-color. There is some red and blue ink, but mostly black.

Question 5. **“CAFR Books: Size is 8.5” x 11”. Paper stock is 20# paper. Cover stock is 110#, printed in color and laminated. Back cover is black 110# stock. Book usually has from 100 to 150 pages, printed back to back. Some pages are printed in color. Tabs are required, 110# stock, approximately 10 per book, printed in color, laminated. Books are coil bound. Approximately 55 CAFR Books are required every year. Full color or one-two color?”**

Answer: The front cover will be full color with bleeds. Six pages have full color photographs, but no bleeds. Others have one and two color for graphs, pie charts and our City logo. Roughly half (or less) of the pages have one and two colors.

Question 6. **“4.3.24 Would you like us to mail you hard samples of the paper to be used for NCR forms?”**

Answer: If you are not using Superior Brand, 20 lb please do include samples with your response.

Question 7. **“Please confirm order of NCR color paper is: white, yellow, pink.”**

Answer: Yes, the order of NCR color paper is white, yellow pink for 3-part forms.

Question 8. **“Will there be consecutive numbering on your forms? If, so what color ink?”**

Answer: Section 4.3.28 states some forms may be numbered. Number colors are almost always black or red.

Question 9. **“4.3.32 Please clarify if color paper is pastel colors or/and astro brights.”**

Answer: Paper is usually pastel colors.

Question 10. **“Card Stock. Is there a particular weight? Will the colors by CMYK or PMS?”**

Answer: For the sake of comparison, please quote using 80# dull cover. Colors will be CMYK, except for items using City logo.

Question 11. **“Tag Stock. Are you able to mail a hard sample or email specifications?”**

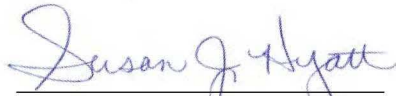
Answer: **There are no samples or specifications available at this time.**

Question 12. **“Would you like: 20# or 24# paper for the misc color and black and white copies?”**

Answer: **Please see Section 4.3.18. Use 20# paper for all copies.**

All other conditions of subject RFP remain the same. If you have any questions, please call the undersigned at (970) 244-1513.

With Regards,
CITY OF GRAND JUNCTION, COLORADO

A handwritten signature in blue ink that reads "Susan J. Hyatt". The signature is written in a cursive style and is positioned above a horizontal line.

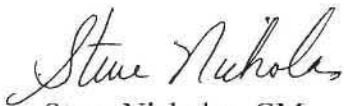
Susan J. Hyatt, C.P.M., CPPB
Senior Buyer

RFP-3491-12-SH

We would like to thank you for the opportunity to provide a proposal for your printing and copying service. We feel that we are a perfect fit and can be the one stop source that the City of Grand Junction is looking for.

The following is a list of the individuals that will be project managing these projects.

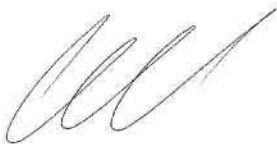
Principal contact



Steve Nicholas, GM
2584 Patterson Rd, Suite C
Grand Junction, CO 81506
245-5065 Office
208-9821 Direct



Tom Patton, Owner
2584 Patterson Rd, Suite C
Grand Junction, CO 81506
245-5065 Office GJ
249-2611 ext 23 Office Montrose



Greg Reed, Assistant Manager
2584 Patterson Rd, Suite C
Grand Junction, CO 81506
245-5065 Office
208-9822 Direct



Scott Beyer, Owner
2584 Patterson Rd, Suite C
Grand Junction, CO 81506
245-5065 Office GJ
249-2611 ext 11 Office Montrose

adams

lightning quick print


2584 Patterson Rd. Suite C | Grand Junction, Colorado 81505
tel 970.245.5065 | fax 970.242.8914 | www.adamslqp.com

digital & offset printing :: custom graphic design :: promotional products :: screenprinting :: embroidery

Adams LQP is a full service provider. We have been in business for over 35 years, offering state of the art digital, offset and design service. We have an extensive line of equipment with five digital devices from black to full color. Our press department has 8 presses ranging from 1 color to 5 color plus coater to handle just about any job.

Adams LQP has available 27 full time associates that believe in customer service and quality of the product we produce. We believe in becoming partners with our clients by advising our clients of ways to save money and resources.

We service clients from California to New York and as far away as Australia. With a combined experience of well over 250 years, we look forward to helping the City of Grand Junction put it in print.



Scott Beyer
President

Our interpretation of the City of Grand Junction's objectives is Efficiency, Quality and Resource Management.

Our strategy is to start with a fact finding meeting to define all the different departments and gather all standard forms currently being used. Once this is achieved we will design unique portals for each department that are password protected that will show visually and by name each form. The user will be able to print this form or look at the pdf to check for accuracy, they will be able to see the last order date and quantity ordered and of course be able to place a new order. Authorized users will be able to add new forms to the catalog and remove forms that are no longer valid.

Letterhead, business cards and envelopes and any other customizable item will be set up on your portal with XMPI capabilities. This will allow information to be composed providing an instant proof approval process while maintaining the strict graphic standards of the City of Grand Junction.

Utilizing the Internet for order placing whenever possible will save valuable resources by eliminating unnecessary travel and man-hours providing an efficient work flow. We will produce bulk shells whenever possible and maintain this inventory to be responsive to the City of Grand Junction's needs and eliminate transportation costs thus saving natural resources.



Scott Beyer
President

SECTION 7.0: SOLICITATION RESPONSE FORM
RFP-3491-12-SH "Outsourced Printing/Copying Services"

Offeror must submit entire Form completed, dated and signed.

1. **Provide a comprehensive list of the equipment you anticipate using to facilitate this contract.**

<u>2-Heidelberg QM46-2</u>	<u>Nuvera100 digital</u>	<u>Rollem perf /score/#</u>
<u>Heidelberg QM46-1</u>	<u>Xerox 4595 digital</u>	<u>Stahl floor folder</u>
<u>3-Ryobi 3200 2 color</u>	<u>Xerox 700 digital</u>	<u>4- envelope feeders</u>
<u>Ryobi 2800 2 color</u>	<u>Xerox 252 digital</u>	<u>3- paper drills</u>
<u>Ryobi 525 with coater</u>	<u>Xerox 242 digital</u>	<u>Heidelberg die cutter</u>

2. **Insurance:** Do you agree to provide proof of the required insurance upon award as stated in Section 3? yes

3. **Copy vs. Press:** At what volume will you move a job off the copier and onto the printing press? varies 750

4. **Paper:** Provide the specifications for your commonly used white dual purpose 20# paper. _____

Vector multi purpose

5. **Customer References:** List at least three customer references for similar work you've done in the past. See Section 5.1, E for instructions.

Company Primary Care Partners Contact Person Paula Anderson
Address/Location P.O. Box 10700, Grand Junction, CO 81506 Phone 254-2645
Email PAAnderson@pcpgj.com

Company Hilltop Community Resources Contact Person Brenda Fransen
Address/Location 1313 Hermosa Ave, Grand Junction, CO 81506 Phone 244-0425
Email brendaf@htop.org

Company Bookcliff Gardens Contact Person Mona Dyer
Address/Location 755 26 rd, Grand Junction CO 81505 Phone 242-7766
Email mona@bookcliffgardens.com

6. Price Matrix:

Colored ink – Specific PMS colors	n/c	Art Layout	\$55 / hr
Collate singles	\$25 / m	Staple	\$.03 /ea.
Collate Minimum	\$5	Pad	\$.35 /ea.
Fold	\$6 /m	Numbering	\$.02 /ea.
Fold Minimum	\$6	Numbering Minimum	\$5
Perforation	\$25 /m.	Shrink Wrap	\$.25 /ea.
Perforation Minimum	\$15	Screens	n/c /ea.
Score	\$25 /m.	Die cut	\$.03 /ea.
Score Minimum	\$15	Die cut Set up	\$40 /ea.
Perforation/Score	\$25 /m.	Typesetting	
Perforation/Score Minimum	\$20	Per hour	\$55 /ea.
Drill	\$6 /m.	Paste-up per hour	\$55 /ea.
Drill Minimum	\$3	Binding	
Cutting (circle one)	\$7 m ea/m.	Comb	\$1.20 /ea.
Cutting minimum	\$3	Coil	\$1 /ea.
Lamination – largest width available = 60"	/in. \$2 /ft.	3-ring	/ea.
Composition	\$55 / hr	Saddle Stitch	\$.058 /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"	20.47	30.22	56.97	89.84	99.70	143.72	88.84	110.22	255.73	88.84	110.22	255.73
White, 8-1/2" x 11"	52.21	93.46	217.87	110.87	144.60	269.94	129.71	135.72	389.55	129.71	135.72	389.55
White, 8-1/2" x 14"	54.39	98.59	233.89	108.06	145.10	272.	214.39	428.09	460.31	214.39	428.59	460.31
White, 11" x 17"	111.27	212.	486.33	142.15	219.26	448.56	267.27	522.	646.	267.27	522.	646.

NCR (include paper cost)	500	1000	2000	3000	5000
2 Part One Sided, 8.5 x 11	83.74	124.70	211.19	301.17	480.61
3 Part One Sided, 8.5 x 11	130.11	172.60	306.07	442.45	701.56
4 Part One Sided, 8.5 x 11	137.39	236.18	434.20	631.88	1031.01
5 Part One Sided, 8.5 x 11	181.07	325.01	611.68	885.43	1449.84
2 Part One Sided, 8.5 x 14	97.65	140.93	243.36	349.11	560.30
3 Part One Sided, 8.5 x 14	140.21	193.15	346.72	503.30	802.95
4 Part One Sided, 8.5 x 14	155.10	271.30	503.86	736.19	1204.55
5 Part One Sided, 8.5 x 14	219.92	401.76	764.62	1114.46	1829.12
2 Part Two Sided, 8.5 x 11	123.74	170.42	272.80	382.23	595.81
3 Part Two Sided, 8.5 x 11	151.75	226.40	387.27	548.69	842.07
4 Part Two Sided, 8.5 x 11	183.40	298.18	531.78	756.82	1224.53
5 Part Two Sided, 8.5 x 11	214.67	369.47	669.80	939.67	1534.09
2 Part Two Sided, 8.5 x 14	137.65	187.02	305.47	431.07	676.96
3 Part Two Sided, 8.5 x 14	162.44	247.25	428.68	610.76	944.45
4 Part Two Sided, 8.5 x 14	201.52	333.84	602.83	862.32	1399.99
5 Part Two Sided, 8.5 x 14	249.43	438.49	806.93	1143.52	1873.72
Tag stock – price per sheet	.06	.06	.06	.05	.04

Business Cards (Cougar Cover 80#)	One Sided	Two Sided
250 Cards Each	28.75	33.75
500 Cards Each	34.00	39.00
1000 Cards Each	49.00	54.00
Letterhead (Cougar Opaque 70#)	Page One	Page Two
500 sheets (one ream)	65.69	19.83
1000 sheets (two reams)	96.01	35.18
1500 sheets (three reams)	149.12	50.77

Envelopes (Cougar Opaque 60#)	Per box of 500
Regular #10	36.46
Window #10	38.19

Miscellaneous Color Copies-price each	500	1000	2500	5000	10000	15000	20000	25000	50000
Single sided 8.5"x11" – color copies	.38	.33	.28	.28	.22	.20	.20	.20	.19
Number of days to print and deliver	1	1	1	2	2	3	3	4	4
Double sided 8.5"x11" – color copies	.61	.57	.56	.45	.40	.39	.39	.38	.36
Number of days to print and deliver	1	1	1	2	2	3	3	4	4
Single sided 8.5"x14" – color copies	.38	.33	.28	.28	.22	.20	.20	.20	.19
Number of days to print and deliver	1	1	1	2	2	3	3	4	4
Double sided 8.5" x 14" – color copies	.67	.57	.56	.45	.40	.39	.39	.38	.36
Number of days to print and deliver	1	1	1	2	2	3	3	4	4
Single sided 11" x 17" – color copies	.70	.69	.47	.44	.40	.40	.40	.39	.35
Number of days to print and deliver	1	1	2	2	3	3	4	4	5
Double sided 11" x 17" – color copies	1.10	1.05	.94	.85	.80	.80	.78	.70	.63
Number of days to print and deliver	1	1	2	2	3	3	4	4	5

Miscellaneous B/W Copies-price each	500	1000	2500	5000	10000	15000	20000	25000	50000
Single sided 8.5"x11" – black ink	.032	.031	.03	.029	.028	.026	.025	.024	.024
Number of days to print and deliver	1	1	1	1	1	1	2	3	3
Double sided 8.5"x11" – black ink	.062	.061	.059	.057	.052	.05	.049	.048	.047
Number of days to print and deliver	1	1	1	1	1	1	2	3	3
Single sided 8.5"x14" – black ink	.045	.043	.041	.039	.035	.034	.034	.0335	.033
Number of days to print and deliver	1	1	1	1	1	1	2	3	3
Double sided 8.5" x 14" – black ink	.08	.08	.079	.077	.070	.069	.069	.068	.067
Number of days to print and deliver	1	1	1	1	1	1	2	3	3
Single sided 11" x 17" – black ink	.07	.068	.065	.061	.059	.058	.057	.056	.055
Number of days to print and deliver	1	1	1	1	1	2	2	3	3
Double sided 11" x 17" – black ink	.12	.118	.110	.105	.10	.099	.098	.097	.096
Number of days to print and deliver	1	1	1	1	1	2	2	3	3

Specific Print/Copy Jobs	500	1000	2500	5000	10000	15000	20000	25000	50000
Spring Clean-Up Brochure	86.63	115.78	185.92	282.16	500.48	710.65	821.76	991.37	1899.45
Number of days to print and deliver	2	2	3	3	3	3	3	4	4
Leaf Program Brochure	266.12	300.15	404.65	573.48	791.70	1065.93	1329.18	1598.75	2693.58
Number of days to print and deliver	2	2	2	3	3	3	4	4	4
Door Hangers	80.61	101.09	178.64	300.70	552.52	785.04	1042.27	1286.30	2537.19
Number of days to print and deliver	3	3	4	4	4	5	5	5	5

Books	50	75	100	150	200	250	300	500
CAFR Books	2072.16	3055.48	3874.02	5720.01	7505.31	8831.61	10417.96	16363.27
Number of days to print and deliver	6	6	6	6	6	7	7	7
Sewer Audit Books	549.57	786.30	1022.35	1532.20	2041.17	2550.21	3058.75	5092.92
Number of days to print and deliver	3	3	3	3	3	3	3	3

Remarks/Comments of importance: The ambiguity of the specifications on the 2 books left us no choice but to bid on the worst case senario, ie: CAFR books 100 to 150 pages some color? We are anticipating this cost to go down once all the exact specs are known and look forward to working with the city of Grand Junctions as your partner to find all discounts possible.

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

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

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

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

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

- Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The individual signing this proposal certifies that he/she is a legal agent of the offeror, authorized to represent the offeror and is legally responsible for the offer with regard to supporting documentation and prices provided.
- Date: 7-23-2012
- Direct purchases by the Owner 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.
- Prompt payment discount of 1 percent of the net dollar will be offered to the Owner if the invoice is paid within 10 days after the receipt of the invoice. Payment Terms net 30.

ADDENDA: State number of Addenda received: 1.

Date: 7-23-2012

Adams LQP
Company Name (Typed or Printed)

Authorized Agent Signature

2584 Patterson rd suite C
Address of Offeror

970-245-5065
Phone Number

steve@adamslqp.com
E-mail Address of Agent

Scott Beyer / Steve Nicholas
Authorized Agent - (Typed or Printed)

President / Manager
Title

Grand Junction, CO 81506
Owner, State, and Zip Code

242-8914
Fax Number

Cell Phone Number

Additional Data,

The request in the response form indicates that the #10 envelopes are to be bid on 60# Cougar both window and regulars. As this does not make sense to me for the letterhead envelope I find it odd to use such a premium envelope for the windows. I bid the Cougars as requested but also am including pricing for 24# white wove #10 regular and #10 window for your consideration.

#10 regulars \$19.41 per box

#10 windows \$21.94 per box

I also wanted to note that specifications for many items are not complete and precise ie: 100 or 150 pages some black some color does not really allow for an accurate accounting on costs. I would suspect that once the real specifications are known some prices will go down.

Thank you again for the opportunity, we look forward to the next step.



Scott Beyer
President
Pressing, Inc.

adams

lightning quick print

2584 Patterson Rd. Suite C | Grand Junction, Colorado 81505
tel 970.245.5065 | fax 970.242.8914 | www.adamslqp.com

digital & offset printing :: custom graphic design :: promotional products :: screenprinting :: embroidery

Transportation Policy Practices,

Whenever possible we order in large quantities to eliminate transportation waste. We utilize a daily delivery vehicle that gets 38 mpg thus saving natural resources.

Adams LQP tries to use exclusively primary mill suppliers handling FSC, wind power manufacturing, Certified Renewable Energy Alliance and Ancient Forest Friendly.

A handwritten signature in black ink, appearing to read 'Scott Beyer', with a long horizontal line extending to the right.

Scott Beyer
President

PRODUCER Phone: (970) 249-0102 Fax: 970-249-1103
ASPENRIDGE INSURANCE AGENCY, LLC
 P O BOX 1726 / 605 NORTH 1ST STREET
 MONTROSE CO 81402

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

NAIC #

INSURED
PRESSING INC
 C/O BEYERS SCOTT
 2122 NORTH 12 ST
 GRAND JUNCTION CO 81501


INSURER A: **Pinnacol Assurance**
 INSURER B:
 INSURER C:
 INSURER D:
 INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
						MED. EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
						PRODUCTS-COMP/OP AGG.	\$
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY A ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	4147629	05/01/12	05/01/13	WC STATUTORY LIMITS	OTHER
						E. L. EACH ACCIDENT	\$ 500,000
						E. L. DISEASE-EA EMPLOYEE	\$ 500,000
						E. L. DISEASE-POLICY LIMIT	\$ 500,000
		OTHER:					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/ SPECIAL PROVISIONS

CERTIFICATE HOLDER	CANCELLATION
THE CITY OF GRAND JUNCTION 250 N 5TH ST GRAND JUNCTION, CO 81501 Attention:	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, IT'S AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 

CERTIFICATE OF LIABILITY INSURANCE

American Family Insurance Company
 American Family Mutual Insurance Company if selection box is not checked.
 6000 American Pky Madison, Wisconsin 53783-0001

Insured's Name and Address
 Pressing Inc
 2584 Patterson Rd Suite C
 Grand Junction, CO 81506

Agent's Name, Address and Phone Number (Agt./Dist.)
 Daniel K. Shaw Agency Inc. (970) 240-2155
 315 S. 12th Street Unit B
 Montrose, CO 81401 (142/307)

**This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder.
 This certificate does not amend, extend or alter the coverage afforded by the policies listed below.**

COVERAGES				
This is to certify that policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies.				
TYPE OF INSURANCE	POLICY NUMBER	POLICY DATE		LIMITS OF LIABILITY
		EFFECTIVE (Mo. Day, Yr)	EXPIRATION (Mo. Day, Yr)	
Homeowners/ Mobilehomeowners Liability				Bodily Injury and Property Damage Each Occurrence \$,000
Boatowners Liability				Bodily Injury and Property Damage Each Occurrence \$,000
Personal Umbrella Liability				Bodily Injury and Property Damage Each Occurrence \$,000
Farm/Ranch Liability				Farm Liability & Personal Liability Each Occurrence \$,000 Farm Employer's Liability Each Occurrence \$,000
Workers Compensation and Employers Liability †				Statutory ***** Each Accident \$,000 Disease - Each Employee \$,000 Disease - Policy Limit \$,000
<input type="checkbox"/> General Liability <input type="checkbox"/> Commercial General Liability (occurrence) <input type="checkbox"/> <input type="checkbox"/>				General Aggregate \$,000 Products - Completed Operations Aggregate \$,000 Personal and Advertising Injury \$,000 Each Occurrence \$,000 Damage to Premises Rented to You \$,000 Medical Expense (Any One Person) \$,000
Businessowners Liability				Each Occurrence †† \$,000 Aggregate †† \$,000
Liquor Liability				Common Cause Limit \$,000 Aggregate Limit \$,000
Automobile Liability <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input checked="" type="checkbox"/> Scheduled Autos <input checked="" type="checkbox"/> Hired Auto <input checked="" type="checkbox"/> Nonowned Autos <input type="checkbox"/>	05-XT3022-01-00	10-19-2012	4/27/2013	Bodily Injury - Each Person \$ 1,000 ,000 Bodily Injury - Each Accident \$ 1,000 ,000 Property Damage \$ 1,000 ,000 Bodily Injury and Property Damage Combined \$,000
Excess Liability <input type="checkbox"/> Commercial Blanket Excess <input type="checkbox"/>				Each Occurrence/Aggregate \$,000
Other (Miscellaneous Coverages)				
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / RESTRICTIONS / SPECIAL ITEMS				
† The individual or partners shown as insured <input type="checkbox"/> Have <input type="checkbox"/> Have not elected to be covered as employees under this policy †† Products-Completed Operations aggregate is equal to each occurrence limit and is included in policy aggregate.				
CERTIFICATE HOLDER'S NAME AND ADDRESS			CANCELLATION	
• The City of Grand Junction 2584 Patterson Rd., Suite C Grand Junction, CO 81506			<input type="checkbox"/> Should any of the above described policies be cancelled before the expiration date thereof, the company will endeavor to mail * (days) written notice to the Certificate Holder named, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives. *10 days unless different number of days shown. <input checked="" type="checkbox"/> This certifies coverage on the date of issue only. The above described policies are subject to cancellation in conformity with their terms and by the laws of the state of issue.	
			DATE ISSUED 10/19/2012	AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/25/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Home Loan & Investment Company 205 North 4th Street P.O. Box 100 Grand Junction, CO 81502	CONTACT NAME: Katie Sweet PHONE (A/C, No, Ext): (970) 243-6600 FAX (A/C, No): (970) 243-3914 E-MAIL ADDRESS: <div style="text-align: right; margin-right: 50px;"> INSURER(S) AFFORDING COVERAGE NAIC # </div>
INSURED Pressing Inc DBA Adams Lightning Quick Print 315 S 12th Street #A Montrose, CO 81401	INSURER A : Acuity INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			X54708	10/18/2012	10/18/2013	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 3,000,000
							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (PER ACCIDENT) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	EXCESS LIAB						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED RETENTION \$						WC STATUTORY LIMITS OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						E.L. EACH ACCIDENT \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N			N/A			E.L. DISEASE - EA EMPLOYEE \$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Grand Junction 250 N. 5th Street Grand Junction, CO 81501	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Purchasing Division

NOTICE OF AWARD EXTENSION

September 9, 2013

Mr. Steve Nicholas
Adams Lightning Quick Print
2584 Patterson Rd, Suite C
Grand Junction, CO 81506

**SOLICITATION DESCRIPTION: FIRST ANNUAL EXTENSION FOR
REQUEST FOR PROPOSAL 3491-12-SH
OUTSOURCED PRINTING/COPYING SERVICES**

Dear Mr. Nicholas,

You are hereby notified that your firm's contract has been extended to provide printing and copying services for the City of Grand Junction as needed through October 17, 2014. This extension continues to include the necessary work as required for all types of tasks and functions related to the contract.

Please provide your updated proof of insurance as stated in Section 3 of the original solicitation within 15 days after receiving this notice. The document(s) can be emailed to Nick Jones at Nickj@gjcity.org, or you can mail it to the Purchasing Office, 250 North 5th Street, Grand Junction, CO 81501, attention Nick Jones. The City is to be noted as certificate holder. The insurance information must be on file **no later than September 27, 2013.**

The contract has been established using the Scope of Service in the formal solicitation.

If you have any questions or need to discuss this extension, please call me at 244-1533. I trust we will have a beneficial and rewarding experience together.

Sincerely,

Nicholas C Jones
Buyer
City of Grand Junction
Purchasing Division

SUPPLIER ACKNOWLEDGEMENT

Receipt of this Extension is hereby acknowledged:

Contractor: Adams Lightning Quick Print
By: Steve Nicholas
Title: Manager
Date: 9-25-13

NOVATION AGREEMENT

Award RFP-3491-12-SH/Extension-3740-13-NJ (Council approved 10/3/12) Date: 09/11/2014

WHEREAS,

The City of Grand Junction (City) has entered into a certain contract with Adams Lightning Quick Print, namely Award RFP-3491-12-SH (Council approved 10/3/12) and Extension-3740-13-NJ, for Outsourced Printing and Copying Services.

Adams Lightning Quick Print, known to the City by Vendor No. 1088, (Transferor), has transferred its assets and business to Patton's Printing (Transferee);

The transfer includes all the assets of the Transferor, including the above-referenced purchase contract (Contract) with the City of Grand Junction; and

The Transferee has assumed all obligations and liabilities of the Transferor under the Contract by virtue of the transfer; and

The Transferee is in a position to fully perform all obligations under the Contract; and

It is consistent with the City's interest to recognize the Transferee as the successor party to the Contract; and

Evidence of the transfer has been provided to the City, to wit:

THEREFORE, in consideration of these facts, the Parties agree as follows:

1. The Transferor confirms the transfer to the Transferee, and waives any claims and rights against the City that it now has or may have in the future in connection with the Contract.
2. The Transferee agrees to be bound by and to perform the Contract in accordance with its terms and assumes all obligations and liabilities of, and all claims against, the Transferor under the contracts as if the Transferee were the original party to the Contract.
3. The Transferee ratifies all previous actions take by the Transferor with respect to the Contract, with the same force and effect as if the action had been taken by the Transferee.
4. The City recognizes the Transferee as the Transferor's successor in interest in and to the Contract.
5. The Transferee by this Agreement becomes entitles to all rights and interests of the Transferor in and to the Contract as if the Transferee were the original party to the Contract. Following the effective date of this Agreement, the terms Vendor, Contractor and Offeror as used in the Contract shall refer to the Transferee.

6. Except as expressly provided in this Agreement, nothing in it shall be construed as a waiver of any rights of the City against the Transferor.
7. All payments and reimbursements previously made by the City to the Transferor, and all other previous actions taken by the City under the Contract, shall be considered to have discharged those parts of the City's obligations under the Contract. All payments and reimbursements made by the City after the date of this Agreement in the name of or to the Transferor shall have the same force and effect as if made to the Transferee, and shall constitute a complete discharge of the City's obligations under the Contract, to the extent of the amounts paid or reimbursed.
8. The Transferor and the Transferee agree that the City is not obligated to pay or reimburse either of them for, or otherwise give effect to, any costs, taxes, or other expenses, or any related increases, directly or indirectly arising out of or resulting from the transfer or this Agreement, other than those that the City in the absence of this transfer or Agreement would have been obligated to pay or reimburse under the terms of the Contract.
9. The Transferor guarantees payment of all liabilities and the performance of all obligations that the Transferee assumes under this Agreement or may undertake in the future should the Contract be modified under its terms and conditions. The Transferor waives notice of, and consents to, any such future modifications.
10. The Contract shall remain in full force and effect, except as modified by this Agreement.

Signed this 12th day of September 2014:

CITY OF GRAND JUNCTION



By: Nicholas C. Jones, Buyer
City of Grand Junction

ADAMS LIGHTNING QUICK PRINT

PATTON'S PRINTING

By: Tom Patton

By: Tom Patton



Purchasing Division

NOTICE OF AWARD EXTENSION-3914-NJ

September 12, 2015

Mr. Steve Nicholas
Patton's Printing
2584 Patterson Rd, Suite C
Grand Junction, CO 81506

SOLICITATION DESCRIPTION: **SECOND ANNUAL EXTENSION FOR
REQUEST FOR PROPOSAL 3491-12-SH
OUTSOURCED PRINTING/COPYING SERVICES**

Dear Mr. Nicholas,

You are hereby notified that your firm's contract has been extended to provide printing and copying services for the City of Grand Junction as needed through October 17, 2015. This extension continues to include the necessary work as required for all types of tasks and functions related to the contract.

Please provide your updated proof of insurance as stated in Section 3 of the original solicitation within 15 days after receiving this notice (unless updated Certificate is already on file). The document(s) can be emailed to Nick Jones at Nickj@gjcity.org, or you can mail it to the Purchasing Office, 250 North 5th Street, Grand Junction, CO 81501, attention Nick Jones. The City is to be noted as certificate holder. The insurance information must be on file **no later than September 26, 2014**.

The contract has been established using the Scope of Service in the formal solicitation.

If you have any questions or need to discuss this extension, please call me at 244-1533. I trust we will have a beneficial and rewarding experience together.

Sincerely,

Nicholas C Jones
Buyer
City of Grand Junction
Purchasing Division

SUPPLIER ACKNOWLEDGEMENT

Receipt of this Extension is hereby acknowledged:

Contractor: Patton's Printing
By: Steve Nicholas
Title: Manager
Date: 9-12-14



Purchasing Division

NOTICE OF AWARD EXTENSION-4110-15-NJ

September 15, 2015

Mr. Steve Nicholas
Patton's Printing
2584 Patterson Rd, Suite C
Grand Junction, CO 81506

SOLICITATION DESCRIPTION: **THIRD ANNUAL EXTENSION FOR
REQUEST FOR PROPOSAL 3491-12-SH
OUTSOURCED PRINTING/COPYING SERVICES**

Dear Mr. Nicholas,

You are hereby notified that your firm's contract has been extended to provide printing and copying services for the City of Grand Junction as needed through **October 17, 2016**. This extension continues to include the necessary work as required for all types of tasks and functions related to the contract.

Please provide your updated proof of insurance as stated in Section 3 of the original solicitation within 15 days after receiving this notice (unless updated Certificate is already on file). The document(s) can be emailed to Nick Jones at Nickj@gjcity.org, or you can mail it to the Purchasing Office, 250 North 5th Street, Grand Junction, CO 81501, attention Nick Jones. The City is to be noted as certificate holder. The insurance information must be on file **no later than September 25, 2015**.

The contract has been established using the Scope of Service in the formal solicitation.

If you have any questions or need to discuss this extension, please call me at 244-1533. I trust we will have a beneficial and rewarding experience together.

Sincerely,

Nicholas C Jones
Buyer
City of Grand Junction
Purchasing Division

SUPPLIER ACKNOWLEDGEMENT

Receipt of this Extension is hereby acknowledged:
Steve Nicholas

Contractor:

DocuSigned by:
Steve Nicholas
0B67D6A276AD4B9...

By:

Title:

Manager

Date:

9/15/2015 | 10:08 MT



Purchasing Division

NOTICE OF AWARD EXTENSION-4288-16-SH

September 2, 2016

Mr. Steve Nicholas
Patton's Printing
2460 Patterson Rd, Suite 1B
Grand Junction, CO 81505

SOLICITATION DESCRIPTION: **FOURTH AND FINAL ANNUAL EXTENSION FOR
REQUEST FOR PROPOSAL 3491-12-SH
OUTSOURCED PRINTING/COPYING SERVICES**

Dear Mr. Nicholas,

You are hereby notified that your firm's contract has been extended to provide printing and copying services for the City of Grand Junction as needed through **December 31, 2017**. This extension continues to include the necessary work as required for all types of tasks and functions related to the contract.

Please provide your updated proof of insurance as stated in Section 3 of the original solicitation within 15 days after receiving this notice (unless updated Certificate is already on file). The document(s) can be emailed to Susan Hyatt at susanh@gjcity.org, or you can mail it to the Purchasing Office, 333 West Avenue, Bldg C, Grand Junction, CO 81501, attention Susan Hyatt. The City is to be noted as certificate holder. The insurance information must be on file **no later than September 23, 2016**.

The contract has been established using the Scope of Service in the formal solicitation.

If you have any questions or need to discuss this extension, please call me at 244-1513. I trust we will have a beneficial and rewarding experience together.

Sincerely,

Susan Hyatt
Purchasing Supervisor
City of Grand Junction
Purchasing Division

SUPPLIER ACKNOWLEDGEMENT

Receipt of this Extension is hereby acknowledged:

Contractor: Patton's Printing Co.
By: Kia Weyers
Title: Manager
Date: 9/6/16



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/6/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: Home Loan & Investment Company... CONTACT NAME: Ann Heide... PHONE: (970) 243-3914... INSURER(S) AFFORDING COVERAGE: Secura Insurance Company... NAIC #: 22543

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability (A), Umbrella Liability (A), and Workers Compensation and Employers' Liability (A).

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER CANCELLATION

Certificate holder: City of Grand Junction, 250 N. 5th Street, Grand Junction, CO 81501. Cancellation notice: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. Authorized Representative signature.