

**ADAMS COUNTY  
PROFESSIONAL SERVICE AGREEMENT  
FOR COUNTY WIDE PRINTING SERVICES**

THIS AGREEMENT ("Agreement") is made this 23 day of OCTOBER 2018, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and CopyCo Quality Printing, Inc., located at 1507 Riverside Avenue, Fort Collins, Colorado 80524, hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties."

The County and the Contractor, for the consideration herein set forth, agree as follows:

**1. SERVICES OF THE CONTRACTOR:**

- 1.1. All work shall be in accordance with the attached RFP 2018.522 and the Contractor's response to the RFP 2018.522 attached hereto as Exhibit A, and incorporated herein by reference. Should there be any discrepancy between Exhibit A and this Agreement the terms and conditions of this Agreement shall prevail.
- 1.2. Emergency Services: In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of the Contractor) to be performed by the Contractor. If the County requests such additional services, the Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, the Contractor shall bill for such services at the rates provided for in this Agreement.

**2. RESPONSIBILITIES OF THE COUNTY:** The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement.

**3. TERM:**

- 3.1. Term of Agreement: The Term of this Agreement shall be for one-year from date of agreement execution.
- 3.2. Renewal Option: The County, at its sole option, may offer to renew this Agreement as necessary for up to two, one year renewals providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such renewals must be mutually agreed upon in writing by the County and the Contractor.

**4. PAYMENT AND FEE SCHEDULE:** The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services, the not to exceed amount of two hundred ninety-eight thousand four hundred and ninety dollars (\$298,490.00).

4.1. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event that funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.

5. **INDEPENDENT CONTRACTOR:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. **Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.**

6. **NONDISCRIMINATION:**

6.1. **The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. Adams County is an equal opportunity employer.**

6.1.1. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

7. **INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.

8. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:



- 8.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury...
- 8.1.1. Each Occurrence: \$1,000,000
- 8.1.2. General Aggregate: \$2,000,000
- 8.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.
- 8.2.1. Bodily Injury/Property Damage: \$1,000,000 (each accident)
- 8.2.2. Personal Injury Protection: Per Colorado Statutes
- 8.3. Workers' Compensation Insurance: Per Colorado Statutes
- 8.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services, as applicable.
- 8.4.1. Each Occurrence: \$1,000,000
- 8.4.2. This insurance requirement applies only to the Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.
- 8.5. Adams County as "Additional Insured": The Contractor's commercial general liability, and comprehensive automobile liability, insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured" and shall include the following provisions:
- 8.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
- 8.5.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.
- 8.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
- 8.6. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein; this Agreement, at the election of the County, may be immediately declared

suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

- 8.7. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.
- 8.8. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage or policies required under this Agreement.

## **9. DAMAGES ARISING FROM BREACH OF PERFORMANCE OBLIGATIONS**

- 9.1. Notwithstanding anything else set forth in this Agreement, if Contractor fails to comply with all terms of this contract, including but not limited to, its obligation to perform its work in a workmanlike manner in accordance with all codes, plans, specifications and industry standards, Contractor shall be liable to County for all damages arising from the breach, including but not limited to, all attorney fees, costs and other damages.

## **10. WARRANTY:**

- 10.1. The Contractor warrants and guarantees to the County that all work, equipment, and materials furnished under the Agreement are free from defects in workmanship and materials for a period of one year after final acceptance by the County. The Contractor further warrants and guarantees that the plans and specifications incorporated herein are free of fault and defect sufficient for Contractor to warrant the finished product after completion date. Should the Contractor fail to proceed promptly in accordance with this guarantee, the County may have such work performed at the expense of the Contractor. This section does not relieve the Contractor from liability for defects that become known after one year.

## **11. TERMINATION:**

- 11.1. For Cause: If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.
- 11.2. For Convenience: The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If this

Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.

## **12. MUTUAL UNDERSTANDINGS:**

- 12.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with Adams County, Colorado.
- 12.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, , the Clean Air Act (42 U.S.C. 7401-7671q), and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, and that no violation of such provisions are present. The Contractor warrants that it is in compliance with the residency requirements in §§ 8-17.5-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 12.3. OSHA: The Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
- 12.4. Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized Federal, State, or County personnel.
- 12.5. Assignability: Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.
- 12.6. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.



12.7. Force Majeure: Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.

12.8. Notice: Any notices given under this Agreement are deemed to have been received and to be effective:

1) Three (3) days after the same shall have been mailed by certified mail, return receipt requested;

2) Immediately upon hand delivery; or

3) Immediately upon receipt of confirmation that an E-mail was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

Department: Adams County Communications  
Contact: Christa Bruning  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80601  
Phone: 720.523.6112  
E-mail: Cburning@adcogov.org

Department: Adams County Purchasing  
Contact: Shawn Hartmann  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80601  
Phone: 720.523.6279  
E-mail: Shartmann@adcogov.org

Department: Adams County Attorney's Office  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80601  
Phone: 720.523.6116

Contractor: CopyCo Quality Printing, Inc.  
Contact: Farid Babazadeh  
Address: 1507 Riverside Avenue  
City, State, Zip: Fort Collins, Colorado 80524  
Phone: 970.226.4179  
E-mail: Customerservice@copycoprint.com

12.9. Integration of Understanding: This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.

- 12.10. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.
- 12.11. Authorization: Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.
- 12.12. Confidentiality: All documentation related to this Agreement will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act, C.R.S. 24-72-201 *et seq.* ("CORA"). The County does not guarantee the confidentiality of any records.

### **13. AMENDMENTS, CHANGE ORDERS OR EXTENSIONS:**

- 13.1. Amendments or Change Orders: The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Solicitation, or, if no provision exists, pursuant to the terms of the Amendment or Change Order.
- 13.2. Extensions: The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

### **14. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08:**

Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et seq.*, as amended May 13, 2008, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

- 14.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.
- 14.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 14.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

- 14.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
- 14.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- 14.6. If the Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three (3) days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 14.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 14.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

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IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto:

**Board of County Commissioners**

Mary [Signature]  
Chair

10/23/18  
Date

**CopyCo Quality Printing, Inc.**

[Signature]  
Signature

9/20/18  
Date

FARID BABAZADEH  
Printed Name

9/20/18 v.p.  
Title

**Attest:**

Stan Martin, Clerk and Recorder

[Signature]  
Deputy Clerk

Approved as to Form:

[Signature]  
Adams County Attorney's Office

**NOTARIZATION OF CONTRACTOR'S SIGNATURE:**

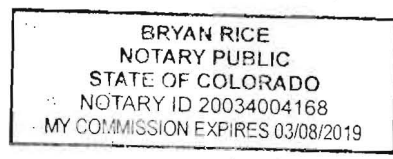
COUNTY OF Larimer

STATE OF Colorado )SS.

Signed and sworn to before me this 20 day of September, 2018,

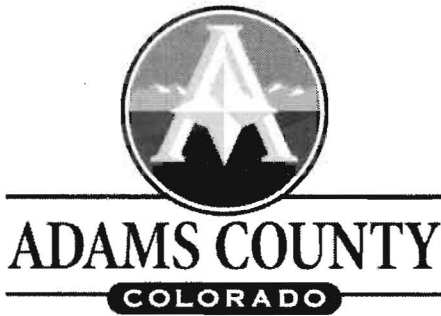
by Farid Babazadeh

[Signature]  
Notary Public



My commission expires on: 3/8/2019





Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

## REQUEST FOR PROPOSAL COVER SHEET

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RFP Issue Date: JUNE 18, 2018

RFP Number: RFP-SPH-2018.522

RFP Title: **COUNTY WIDE PRINTING SERVICES**

RFP Questions Due: JUNE 27, 2018 05:00 PM MT

Proposal will be received until: JULY 20, 2018 02:00 PM MT, Our Clock  
4430 South Adams County Parkway, Front Lobby  
Brighton, CO 80601

For additional information please contact: **Shawn Hartmann,**  
Contract Specialist II  
720.523.6279

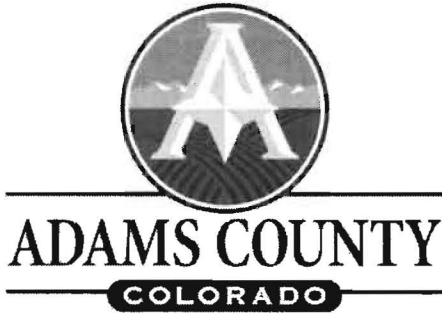
Email Address: **Shartmann@adcogov.org**

Documents included in this package:

- Proposal Instructions
- General Terms and Conditions
- Scope of Work (SOW)/ Specifications
- Pricing Form
- Submission Check List
- Statement of No Bid
- Contractor's Certificate of Compliance
- Contractor's Statement
- Reference Form
- Term of Acceptance Form
- Appendix A – Sample Agreement

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Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

## REQUEST FOR PROPOSAL PROPOSAL INSTRUCTIONS

1. **PURPOSE/BACKGROUND:** The purpose of this RFP is to purchase County Wide Printing Services that will give prompt and efficient service to the County.
2. **SUBMISSION OF PROPOSALS:** The proposal must be received before the due date and time as specified in this solicitation. The Contractor is responsible for addressing the envelope as indicated below. If the submittal arrives late, it may be returned unopened. Address the envelope as follows:

**Mailing Address:**

Adams County Government Center  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, CO 80601

ATTN: Shawn Hartmann  
Contract Specialist II  
RFP-SPH-2018.522

**Hand Deliveries accepted:**

Adams County Government Center  
First Floor Central Lobby Receptionist  
4430 South Adams County Parkway  
Brighton, CO 80601

ATTN: Shawn Hartmann  
Contract Specialist II  
RFP-SPH-2018.522

3. The Adams County Board of County Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals for COUNTY WIDE PRINTING SERVICES.
4. All documents related to this RFP will be posted on the Rocky Mountain Bid System (BidNet) at: <http://www.bidnetdirect.com/colorado/solicitations/open-bids>
  - 4.1. Interested parties must register with this service to receive these documents.
5. **TERM OF AGREEMENT:** This is a one year agreement with the option of two one year renewals.
  - 5.1. **OPTION TO RENEW FOR TWO (2) SUBSEQUENT YEARS (MAINTAINING SAME PRICES):** The prices or discounts quoted by the Contractor in its Proposal shall prevail for the term of the Agreement, at which time the County shall have the option to renew the Agreement for two (2) subsequent one year periods, provided, however, that such Contractor will maintain the same prices or discounts that were agreed to in the initial Agreement. Continuation of the Agreement beyond the initial period is a County prerogative and not a right of the Contractor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County and upon budget approval.

## 6. CONTRACTUAL OBLIGATIONS

- 6.1. The successful Contractor will be required to sign an Agreement substantially similar to the Agreement form in Appendix A. The County reserves the right to add or delete provisions to the form prior to Agreement execution.
- 6.2. Issuance of this solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.
- 6.3. If a formal Agreement is required, the Contractor agrees and understands that a Notice of Award does not constitute an Agreement or create a property interest of any nature until an Agreement is signed by the Awardee and the Board of County Commissioners and/or their authorized designee.
- 6.4. Contractor is responsible for reviewing the form Agreement and understanding the terms and conditions contained therein, including, but not limited to, insurance requirements, indemnification, illegal aliens, equal opportunity, non-appropriation, and termination.
- 6.5. Contractor's Response must state its willingness to enter into the form Agreement or Contractor shall identify and include any proposed revisions they have for the form Agreement. Any proposed revisions made by the Contractor after the County Notice of Intent to Award the Solicitation may be grounds for rescinding said Notice. The identification of willingness to enter into the standard Agreement is for general purposes at this time, but is part of the evaluation process and must be included. There may be negotiations on a project-by-project basis that provide further clarification.
- 6.6. Incorrect Pricing/Invoicing. As part of any award resulting from this process, Contractor(s) will discount all transactions as agreed. In the event the County discovers, through its Agreement monitoring process or formal audit process, that material or services were priced/invoiced incorrectly, Contractor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.
- 6.7. The County may, during the term of the Agreement and any extensions, request additional work at other locations throughout Adams County by the successful Contractor.
- 6.8. Pricing MUST be submitted in a separate sealed envelope.

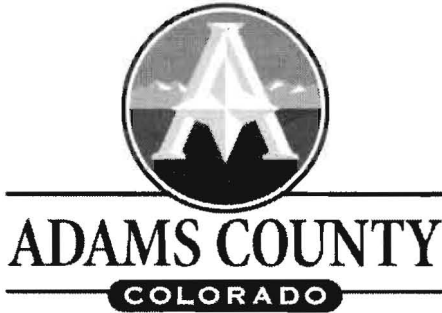
## 7. METHOD OF AWARD - It is the intent of the County to award an Agreement to the Contractor who provides the best value for Adams County.

- 7.1. Evaluation criteria, other than costs, are evaluated first. After rating the written Responses, costs are then considered against trade-offs such as satisfaction of requirements in the Solicitation, qualifications and financial condition of the Contractor, risk and incentives.
- 7.2. If it is in the best interest of the County, the Evaluation Committee may invite a limited number of Contractors to provide an oral presentation.

- 7.3. The County reserves the right to conduct negotiations with Contractors and to accept revisions of Responses. During this negotiation period, the County will not disclose any information derived from Responses submitted, or from discussions with other Contractors. Once an award is made, the Solicitation file and the Responses contained therein are in the public record.
- 8.6. Questions which arise during the Response preparation period regarding issues around this Solicitation, purchasing and/or award should be directed, via e-mail, to Shawn Hartmann, Contract Specialist II, Purchasing Division, Adams County, [SHARTMANN@adcogov.org](mailto:SHARTMANN@adcogov.org). The Contractor submitting the question(s) shall be responsible for ensuring the question(s) is received by the County by the date listed above in the schedule of activities for submitting the question(s) regardless of the method of delivery.
8. Any official interpretation of this RFP must be made by an agent of the County's Purchasing Division who is authorized to act on behalf of the County. The County shall not be responsible for interpretations offered by employees of the County who are not agents of the County's Purchasing Division.
9. COOPERATIVE PURCHASING: Adams County encourages cooperative purchasing in an effort to assist other agencies to reduce their cost of bidding and to make better use of taxpayer dollars through volume purchasing. Contractor(s) may, at their discretion, agree to extend the prices and/or terms of the resulting award to other state or local government agencies, school districts, or political subdivisions in the event they would have a need for the same product/service. Usage by any entity shall not have a negative impact on Adams County in the current term or in any future terms.
10. The Contractor(s) must deal directly with any governmental agency concerning the placement of purchase orders/agreements, freight/delivery charges, Contractual disputes, invoices, and payments. Adams County shall not be liable for any costs or damages incurred by any other entity.
11. BUDGET: Budget will not be disclosed.
12. DEBARMENT: By submitting this proposal, the Contractor warrants and certifies they are eligible to submit a proposal because their company and/or subcontract(s) is/are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction by any Federal, State, or local department or agency.

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Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
GENERAL TERMS AND CONDITIONS**

1. **APPLICABILITY:** These General Terms and Conditions apply, but are not limited, to all bids, proposals, qualifications and quotations (hereinafter referred to as "Proposal" or "Response") made to Adams County (hereinafter referred to as "County") by all prospective Contractors, Contractors, bidders, firms, companies, publishers, consultants, or suppliers (herein after referred to as "Contractor" or "Contractors") in response, but not limited, to all Invitations to Bid, Requests for Proposals, Requests for Qualifications, and Requests for Quotations (hereinafter referred to as "Solicitation" or "Solicitations").
2. **CONTENTS OF PROPOSAL**
  - 2.1. **GENERAL CONDITIONS:** Contractors are required to submit their Proposals in accordance with the following expressed conditions:
    - 2.1.1. Contractors shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of materials and equipment as required by the conditions of the Solicitation. No plea of ignorance by the Contractor of conditions that exist or that may hereafter exist will be accepted as the basis for varying the requirements of the County or the compensation to the Contractor.
    - 2.1.2. Contractors are advised that all County Solicitations and Agreements are subject to all requirements contained in the County's Purchasing Division's Policies and state and federal statutes. When conflicts occur, the highest authority will prevail.
    - 2.1.3. Contractors are required to state exactly what they intend to furnish to the County in their Proposal and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in a Contractor's Proposal, it shall be construed that the Contractor's Proposal fully complies with all conditions identified in this Solicitation.
3. **Equal Opportunity:** The County intends and expects that the Contracting processes of the County and its Contractors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Contractors make available equal opportunities to the extent third parties are engaged to provide goods and services to the County as Subcontractors, Contractors, or otherwise. Accordingly, the Contractor shall not discriminate on any of the foregoing grounds in the performance of any Agreement awarded to the Contractor, and shall make

available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the Agreement. If submitting a joint venture proposal, or a proposal involving a partnership arrangement, articles of partnership stating each partner's responsibilities shall be furnished and submitted with the Response.

4. **Colorado Open Records Act:** All documentation submitted in response to this solicitation will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act, C.R.S. 24-72-201 *et. seq.* ("CORA"). Accordingly, respondents are discouraged from providing information that they consider confidential, privileged, and/or trade secrets as part of a response to this solicitation. Any portions of submissions that are reasonably considered confidential should be clearly marked as such. The County does not guarantee the confidentiality of any record(s).

Careful consideration should be given before submitting confidential information to the County. The Colorado Open Records Act permits public scrutiny of most materials collected in this solicitation process.

#### 5. CLARIFICATION AND MODIFICATIONS IN TERMS AND CONDITIONS

- 5.1. Where there appears to be variances or conflicts between the General Terms and Conditions, any Special Terms and Conditions and the Scope of Work/Specifications outlined in this Solicitation, the Scope of Work/Specifications, and then the Special Terms and Conditions, will prevail.

- 5.1.1. If any Contractor contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the Scope of Work or any other portion of the Solicitation, the Contractor must submit a **written request** via email for clarification to the Point of Contact listed on the first page of this Solicitation. The Contractor submitting the request shall be responsible for ensuring that the request is received by the County prior to the deadline for submitting questions.

- 5.1.2. The County shall issue a written addendum if substantial changes which impact the technical submission of Proposals are required. A copy of such addenda will be available at the Rocky Mountain E-Purchasing System (BIDNET) website. In the event of conflict with the original Solicitation documents, addenda shall supersede to the extent specified. Subsequent addenda shall supersede prior addenda only to the extent specified.

- 5.1.3. **ADDENDA: CONTRACTOR IS RESPONSIBLE FOR OBTAINING AND ACKNOWLEDGING ALL SUBSEQUENT ADDENDA VIA THE ROCKY MOUNTAIN E-PURCHASING SYSTEM (BIDNET). FAILURE TO SUBMIT ANY AND ALL SUBSEQUENT ADDENDUM/ADDENDA MAY DEEM THE CONTRACTOR NON-RESPONSIVE. EACH AND EVERY ADDENDUM TO BE SEPARATELY ACKNOWLEDGED.**

## **5.2. PRICES CONTAINED IN PROPOSAL-DISCOUNTS, TAXES, COLLUSION**

5.2.1. Contractors may offer a cash discount for prompt payment. Discounts will be considered in determining the lowest net cost for the evaluation of Proposals; discounts for periods of less than twenty days, however, will not be considered in making an award. If no prompt payment discount is being offered, the Contractor shall enter a zero (0) for the percentage discount to indicate net thirty days. If the Contractor does not enter a percentage discount, it is hereby understood and agreed that the payment terms shall be net thirty days, effective on the date that the County receives an accurate invoice or accepts the products, whichever is the later date. Payment is deemed to be made on the date of the mailing of the check.

5.2.2. Contractors shall not include federal, state, or local excise or sales taxes in prices offered, as the County is exempt from payment of such taxes.

5.2.2.1. Federal Identification Number: 84-6000732

5.2.2.2. State of Colorado Tax Exempt Number: 98-03569

## **6. SIGNING PROPOSAL**

6.1. Contractor, by affixing its signature to this Solicitation, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, firms or corporations making a Proposal for the same items, or with the County. The Contractor also certifies that its Proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure integrity of the County's public procurement process, all Contractors are hereby placed on notice that any and all Contractors who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.

## **7. PREPARATION AND SUBMISSION OF PROPOSAL**

### **7.1. PREPARATION**

7.1.1. The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Contractor must be initialed by the authorized agent of the Contractor.

7.1.2. Proposals must contain a manual signature of an authorized agent of the Contractor in the space provided on the Contractor's Statement page. The Contractor's Statement of this Solicitation must be included in all Proposals. If the Contractor's authorized agent fails to sign and return the original Contractor's Statement page of the Solicitation, its Proposal may be considered invalid.

7.1.3. The County logo is trademarked and property solely of the County. Contractors do not have permission to use the County's logo on any

documentation or presentation materials and to do so would be a violation of the County's trademark

- 7.1.4. Unit prices shall be provided by the Contractor on the Solicitation's Specification and Pricing Form when required in conjunction with the prescribed method of award and shall be for the unit of measure requested. Prices that are not in accordance with the measurements and descriptions requested shall be considered non-responsive and shall not be considered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.
- 7.1.5. Alternate Proposals will not be considered unless expressly permitted in the Scope of Work.
- 7.1.6. The accuracy of the Proposal is the sole responsibility of the Contractor. No changes in the Proposal shall be allowed after the date and time that submission of the Proposals is due.

## 7.2. SUBMISSION

- 7.2.1. The Proposal shall be sealed in an envelope with the Contractor's name and the Solicitation number on the outside. The County's Pricing Form, which is attached to this Solicitation, must be used when the Contractor is submitting its Proposal. The Contractor shall not alter this form (e.g. add or modify categories for posting prices offered) unless expressly permitted in the Solicitation or in an addendum duly issued by the County. Only sealed proposals received by the Purchasing Division of the Finance Department will be accepted; proposals submitted telephone, email, or facsimile machines are not acceptable.
- 7.2.2. Each Proposal must be submitted at the time and place, and number of copies as specified in this Solicitation. Failure to submit the required number of copies may deem the Contractor's Proposal non-responsive.
- 7.2.3. Failure to provide any requested information may result in the rejection of the Proposal as non-responsive.
- 7.2.4. Proposal must be submitted in the format supplied and/or described by the County. Failure to submit in the format provided may be cause for rejection of the proposal. Proposals must be furnished exclusive of taxes.
- 7.2.5. Contractor is responsible for ensuring their Proposal is received by the Purchasing Division prior to the deadline outlined in the solicitation regardless of the method of delivery.
- 7.2.6. Contractors, which qualify their Proposal by requiring alternate Contractual terms and conditions as a stipulation for Agreement award, must include such alternate terms and conditions in their Response. The County reserves the right to declare a Contractor's Proposal as non-responsive if any of these alternate terms and conditions is in

conflict with the County's terms and conditions, or if they are not in the best interests of the County.

## 8. LATE PROPOSALS

- 8.1. Proposals received after the date and time set for the opening shall be considered non-responsive and may be returned unopened to the Contractor.
- 8.2. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.
- 8.3. The County assumes no responsibility for a Proposal being either opened early or improperly routed if the envelope is not clearly marked on the outside: COUNTY WIDE PRINTING SERVICES and RFP-SPH-2018.522.
- 8.4. In the event of a situation severe enough to cause the Adams County Board of Commissioners to close the County offices for any reason, the Purchasing Manager has the prerogative of rescheduling the proposal opening time and date. No proposal will be considered above all other proposals by having met the proposal opening time and date requirements to the exclusion of those who were unable to present their proposal due to a situation severe enough to cause the Board of County Commissioners to close the County offices.

## 9. MODIFICATION AND WITHDRAWAL OF PROPOSALS

- 9.1. MODIFICATIONS TO PROPOSALS. Proposals may only be modified in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the Proposals to be opened. Each modification submitted to the County's Purchasing Division must have the Contractor's name and return address and the applicable Solicitation number and title clearly marked on the face of the sealed envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the County's Purchasing Division will be considered the valid modification.

### 9.2. WITHDRAWAL OF PROPOSALS

- 9.2.1. Proposals may be withdrawn in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the opening of Proposals. Any withdrawal of a Proposal submitted to Adams County Purchase Division must have the Contractor's name, return address, and the applicable Solicitation number and title clearly marked on the face of the envelope and on the withdrawal letter.

- 9.2.2. Proposals may not be withdrawn after the time and date set for the opening for a period of ninety calendar days. If a Proposal is withdrawn by the Contractor during this ninety-day period, the County may, at its option, suspend the Contractor and may not accept any Proposal from the Contractor for a six-month period following the withdrawal.

## 10. REJECTION OF PROPOSALS

10.1. REJECTION OF PROPOSALS. The County may, at its sole and absolute discretion:

10.1.1. Reject any and all, or parts of any or all, Proposals submitted by prospective Contractors;

10.1.2. Re-advertise this Solicitation;

10.1.3. Postpone or cancel the process;

10.1.4. Waive any irregularities in the Proposals received in conjunction with this Solicitation; and/or

10.2. REJECTION OF A PARTICULAR PROPOSAL. In addition to any reason identified above, the County may reject a Proposal under any of the following conditions:

10.2.1. The Contractor misstates or conceals any material fact in its Proposal;

10.2.2. The Contractor's Proposal does not strictly conform to the law or the requirements of the Solicitation;

10.2.3. The Proposal expressly requires or implies a conditional award that conflicts with the method of award stipulated in the Solicitation;

10.2.4. The Proposal does not include documents, including, but not limited to, certificates, licenses, and/or samples, which are required for submission with the Proposal in accordance with the Solicitation; and/or

10.2.5. The Proposal has not been executed by the Contractor through an authorized signature on the Contractor's Statement.

10.3. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals.

## 11. ELIMINATION FROM CONSIDERATION

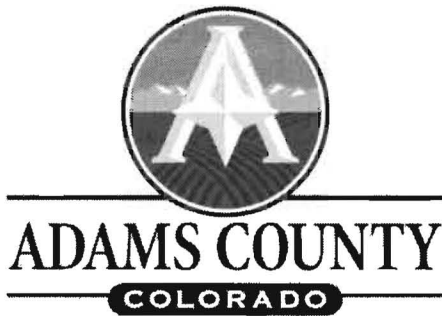
11.1. A Proposal may not be accepted from, nor any Agreement be awarded to, any person or firm which is in arrears to the County upon any debt or Agreement or which is a defaulter as surety or otherwise upon any obligation to the County.

11.2. A Proposal may not be accepted from, nor any Agreement awarded to, any person or firm who has failed to perform faithfully any previous Agreement with the County or other governmental entity, for a minimum period of three years after the previous Agreement was terminated for cause.



- 11.3. Any communications in regards to this RFP must go through the Adams County Purchasing Division only. Any contact with other County personnel or County Contractors may be cause for disqualification.
- 11.4. No damages shall be recoverable by any challenger as a result of the determinations listed in this Section or decisions by the County.
- 11.5. The Board of County Commissioners may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting; whichever is later, when the public interest will be served thereby.
12. **QUALIFICATIONS OF CONTRACTOR:** The County may make such investigations as deemed necessary to determine the ability of the Contractor to perform work, and the Contractor shall furnish all information and data for this purpose as the County requests. Such information includes, but is not limited to: current/maximum bonding capabilities, current licensing information, audited financial statements, history of the firm on assessments of liquidated damages, Agreements cancelled prior to completion and/or lawsuits and/or pending lawsuits against the firm and/or its principals. The County reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Contractor fails to satisfy the County that such Contractor is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein. Conditional Proposals will not be accepted.
13. **AWARD OF SOLICITATION:** The County shall award this Solicitation to the successful Contractor through the issuance of a Notice of Intent to Award. All Contractors that participated in the Solicitation process will be notified of Contractor selection. No services or goods shall be provided, and no compensation shall be paid, until and unless an Agreement has been signed by an authorized representative of the County and the Contractor.

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Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

## REQUEST FOR PROPOSAL SCOPE OF WORK

### I. INTRODUCTION

Adams County Board of County Commissioners (BOCC) by and through its Purchasing Division of the Finance Department is seeking the services of a qualified printing firm to provide printing services for letterhead, business cards, and envelopes, and other items as needed, for Adams County's, (referred hereafter as the "County"), Government Offices, Human Services Department, Sheriff's Office and District Attorney's Office located throughout Adams County. The County does not guarantee amounts of letterhead, business cards and envelopes ordered under this solicitation.

### II. REQUIRED DOCUMENTATION

Failure to provide required information may deem your submittal non-responsive.

- List items which must be included in submittal in order to be accepted and evaluated
- Provide four (4) samples of letterhead, envelopes and business cards of similar scope.
- Please provide details of your firm's online ordering system for business cards proofing, invoicing, order tracking, and reports. The Offeror may be required to provide a live demonstration of the on-line business card ordering system.
- Please indicate your firm's capabilities for printing labels.
- At least three (3) references shall be provided for similar projects.
- A W-9 form shall be completed and returned with proposal.
- What is your guaranteed maximum turnaround time on proofs?
- What is your maximum turnaround time after final approval on print runs.
- Do you accept P-cards as a form of payment?
- What are your usual payment terms if you do not accept P-cards?
- Do you provide form development consulting services?
- Description of the Firm's quality control methods.

### III. RESPONSE FORMAT

Failure to respond in the required format may deem your submittal non-responsive.  
Failure to provide required information may deem your submittal non-responsive.

SUBMISSION OF PROPOSALS: **ONE (1) hardcopy ORIGINAL, ONE (1) electronic ORIGINAL (USB or CD-single PDF document) and FIVE (5)**

**HARDCOPIES, TOTAL OF SIX (6) physical submittals** must be received at the time and place specified in this Solicitation. Submittals should be prepared simply and economically providing a straightforward, concise description of the Contractor's ability to perform the requirements of this solicitation. Failure to submit the required number of copies may deem the Contractor non-responsive.

**PRICING MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE. THERE MUST NOT BE ANY PRICING INFORMATION WITHIN THE PROPOSAL SUBMITTAL ENVELOPE.**

Electronic copy shall be an EXACT reproduction of the original documents provided. All sections shall be combined into a single PDF electronic document.

1. Provide submittal without reference to Adams County logo or company logo.
2. Label cover of Original submittal
3. Submit proposal in a tab format
4. Table of Contents – Include a clear identification of the material by section and by page number. , i.e. Mandatory Requirements section, etc.
5. Executive Summary - The executive summary should give in brief concise terms a summation of your submittal. Identify the points that make your firm uniquely qualified for this engagement.
6. Profile of the Firm – State whether your firm is local, national, or international. Also include the following for the office this work would originate from:
  - a. Size of the Firm and size of local office (if applicable)
  - b. Location of the office, where the work on this engagement is to be performed
  - c. Number and nature of the professional staff to be assigned to the project on a full-time basis.
  - d. Number and nature of staff to be assigned to this project on a part-time basis.
  - e. Identify the supervisory and management staff who will be assigned to the engagement. Provide resumes for each person that will be assigned to this engagement.
  - f. Provide any substantiated complaints against the firm in the last 3 years and any outstanding litigation.
7. Provide documentation that satisfies the Required Document requests.
8. Provide documentation that satisfies the criteria to be evaluated.

#### **IV. Detailed Scope/Specification Requirements**

##### **1. Scope of Services:**

Printing services will be requested by the County on an “as needed” basis.

It is anticipated that most standard forms or single printing will be printed in black ink or other ink colors as required. Time is of the essence, next day service,

twenty-four (24) hours, or special projects will be required. The Offeror shall provide an automated online website for all items, and other items as required, to include design templates, digital PDF proofing, email confirmation, order tracking, final invoicing, and an archive for all completed projects with a detailed order history. This online ordering system must be current and operational and not a "pilot" or "demo" program.

The system should be a secure website only, and meet the needs of all County end users. The website should include a downloadable tutorial, as well as, online and telephone customer service support. The Offeror will be responsible for providing training to the County end users once the agreement is awarded. The system should be built with responsive design and be tablet and smart phone compatible. The website will be maintained by the Offeror. All website maintenance will be the responsibility of the Offeror. The website shall allow data to be entered for the business cards, letterhead, envelopes, and other items and for a proof to be displayed that the employee approves. The Offeror must accept and process all orders, collect payments and deliver the merchandise to end users, and have the capability to accept P-cards. Delivery time will be five (5) business days or less from the approval of the digital PDF proof. Offeror must have the ability to make a delivery or pick-up from all requesting County Offices.

All orders are to be delivered to the Adams County Government Center, unless otherwise requested. The Offeror's vehicle operators must adhere to all traffic and parking regulations while on the County's property. There should be no separate charges associated with pick up or delivery of services.

Placement of orders by U.S. mail, fax machine, or e-mail are not to be accepted. The end user must be able to view a final proof before approving the order for printing.

Typical turnaround from initial receipt of order to delivery of the product is four (4) to six (6) business days; however, the Offeror shall be able to provide same day delivery (if ordered prior to 9:00 a.m.), when requested for standard print jobs. Offeror must include their print shop location, lead time, and how they generally handle "rush print jobs."

- Offeror will be responsible for coordinating all delivery deadlines with the County's Project Manager.
- Printed proofs may be required before printing and must be provided by Offeror upon request. Any additional cost for a proof shall be communicated to the County Purchasing Division Manager or the assigned staff.
- If the Offeror prints the products without approval of the requested proof, the County will not be under an obligation to pay for the printed products.
- Any changes to the specifications listed must be approved in advance by the County's Purchasing Manager or assigned staff.
- All envelopes must have the products number printed on the flap of the envelopes.
- Offeror must ensure registration on all NCR Forms.

- Over runs and under runs must adhere to the following: 0% under run, 10% over runs unless the Purchasing Division Manager or assigned staff has given prior written approval.
- The County will place orders on an "as needed" basis. The Offeror will be responsible for working with the requesting departments.
- Offeror will be responsible for printing orders and maintaining inventory, upon request by the County, to get the best possible cost per thousand. The Offeror will be responsible for meeting with the County's Project Manager as requested to discuss stock levels of the inventory. Orders for printing will be discussed and confirmed when the items are required.
- All estimated quantities are for evaluation purposes and may vary with no penalty to the County.
- Offeror must provide and maintain a hosted website for online ordering of business cards, letterhead, envelopes, and other items. The website must allow all the data to be entered for the business cards, letterhead, envelopes, and other items and for a proof to display that the County can approve. The Offeror's website must accept P-card payments.
- The Offeror must have software with the following fonts, Minion (entire font family) and Copperplate 29BC, to set up departmental letterhead, envelopes, and business cards.
- The County will be responsible for providing Offeror with a supply of #24 water marked paper stock directly from the mill.
- The Offeror will be responsible for the storage of the County's stock paper, and notifying the County when the inventory level falls below six (6) months' supply.
- Samples will be provided to the Awarded Offeror.
- All printing will be reproduced from camera-ready artwork. Pricing shall be based on reproducing existing samples unless specifically directed to do otherwise by the County at the time of placing the order.
- Unit pricing for printing shall include all charges for storage, inventory reports, set-up and composition (not including typesetting), delivery, and any other charges. Do not include additional charges in the unit price for anything that is included on the Bid Fee Schedule as a separate item such as typesetting, additional ink charges, bindery work, perforation, folding, etc. Unit pricing will include any minor composition changes to the existing form.

## **2. Specifications:**

The County does not guarantee purchased quantities of any items ordered under this solicitation. Offeror should make every effort to provide printing in requested specifications listed in this solicitation or an approved equal. There are approximately twenty-seven (27) departments that will require individual letterhead set-up. Each department will require #10 envelopes, with windows and without windows. Approximately six-hundred (600) different business card set-ups. Business cards will be ordered in boxes of 250 or 500. The County currently

has shells printed for cost savings, and will provide to the awarded Offeror if any remaining shells are available.

Adams County Logo (Preferred Presentation): PANTONE spot ink colors: 3435 (evergreen) and 542 (sky blue) on a white background. Care should be taken to ensure the proper family of color is used in all color applications of the logo.

**Letterhead:**

- Letterhead-500/Ream 8.5 X 11-2-color, 1-side, flat, black and PMS 200 Color quality and density must be consistent throughout contract 60# Accent Opaque Text

**Business Cards: (Font style and size)**

- Standard  
Business Cards Boxes 250-500-2 X 3.5 inches 2-color, 1-side, flat, black and PMS 200 Color quality and density must be consistent throughout contract 80# Accent Opaque Cover
- Specialty  
**Sheriff's Office Logo.** Care should be taken to ensure the proper color is used in all color applications of the logo. Offeror will work with the Sheriff's Office regarding their logo, color, business cards and letterhead samples at time of ordering.

Business Cards Boxes 250-2 X 3.5 inches **2-sided with foil (County own foil)**, flat, black and PMS 200. Color quality and density must be consistent throughout contract 80# Accent Opaque Cover

Business Cards Boxes 250-2 X 3.5 inches **2-sided**), flat, black, and PMS 200 Color quality and density must be consistent throughout contract 80# Classic Linen Cover

Business Cards 80 lbs, Classic Linen Cover (Print Shells, two colors front with one color black)

**Foiled** - 80 lbs Classic Linen Cover (Print Shells, two colors front with one color black using multi level foil die with silver foil.

Letterhead 70 lbs - Classic Linen Writing (Avon Brilliant White) Two Pantone inks one side on #70

Envelopes 24 lbs Classic Linen Writing- One Pantone Color (PMS 541 ink color)

**District Attorney's Logo.** Care should be taken to ensure the proper color is used in all color applications of the logo. Offeror will work with the District Attorney's office regarding their logo, color, business cards and letterhead at time of ordering.

Business Cards – 80 lbs, Classic Laid Cover, Avon Brilliant White. Boxes 250-2 X 3.5 inches printed on one side, flat, black and PMS 200 Color quality and density must be consistent throughout the printing process.



Business Cards 80 lbs Classic Laid Cover, Avon Brilliant White

Letterhead 24 lbs Classic Laid Brilliant White

### Envelopes, Standard

- No. 6 x 9 Standard, 24 lbs White Wove Stock. PMS 200 Color quality and density. Box/500. Printed front side only, flat, black and must be consistent during printing process.
- No. 10 Standard, 24 lbs White Wove Stock. PMS 200 Color quality and density. Box/ 500. Printed front side only, flat, black and must be consistent during printing process.
- No. 9 x 12, 24 lbs. PMS 200 Color quality and density. Box/ 500. Printed front side only, flat, colors: white, grey and vanilla and must be consistent during printing process.
- No. 6 x 9 - Window, 24 lb White Wove Stock. PMS 200 Color quality and density. Box/ 500. Printed front side only, flat, black and must be consistent during printing process.
- No. 9-Window, 24 lb White Wove Stock. PMS 200 Color quality and density. Box/ 500. Printed front side only, flat, black and must be consistent during printing process.
- No. 9 x 13, 24 lb White Wove Stock. PMS 200 Color quality and density. Box/ 500. Printed front side only, flat, black and must be consistent during printing process.
- No. 10 - Window, 24 lb White Wove Stock. PMS 200 Color quality and density. Box/ 500. Printed front side only, flat, black and must be consistent during printing process.
- No. 10-Reply/Return, 24 lb White Wove Stock. PMS 200 Color quality and density. Box/500. Printed front side only, flat, Colors: pink, white, red, and green stripes, quality and density must be consistent during printing process.
- No. 10 x 13, 24 lb White Wove Stock. PMS 200 Color quality and density. Box/ 500. Printed front side only, flat, black and must be consistent during printing process.

### 3. Forms Specifications:

Letterhead - 8.5" x 11"

#### Envelopes and Sizes

- Standard #10
- With Window #10
- Pre-Sort #10
- Utility Billing #10
- Metered #10
- First Class #10
- Sales Tax #9 x 12
- Business Reply #9
- Multi-Colors
- Pink

- Black (BRE)
- Purple Stripe – IRS
- Green Stripe – CSE
- Pink –CSE
- Red – LEAP
- Municipal Court-Return #9
- Accounts Payable #9
- NCR 2 Part Form
- NCR 3 Part Form
- Labels

**4. HOURS OF WORK:**

The County's normal work hours at the site are from 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

**5. TERM OF THE AGREEMENT:**

The Term of this solicitation is for one (1) year from the date of issuance with two (2) additional one (1) year renewals periods, not to exceed three (3) years, at the sole option of Adams County Board of County Commissioners.

**6. CONFLICT OF INTEREST:**

The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services being required under the solicitation.

**7. INDEPENDENT OFFEROR:**

Offeror shall perform its duties hereunder as an independent contractor and not as an employee. Neither Offeror nor any agent or employee of Offeror shall be deemed to be an agent or employee of the County. Offeror and its employees and agents are not entitled to unemployment insurance or workers compensation benefits through the County and the County shall not pay for or otherwise provide such coverage for Offeror or any of its agents or employees. Unemployment insurance benefits will be available to Offeror and its employees and agents only if such coverage is made available by Offeror or a third party. Offeror shall pay when due all applicable employment taxes and income taxes and local head taxes incurred pursuant to the Agreement.

Offeror shall not have authorization, express or implied, to bind the County to any agreement, liability or understanding, except as expressly set forth in the agreement. Offeror shall (a) provide and keep in force workers' compensation and unemployment compensation insurance in the amounts required by law, (b) provide proof thereof when requested by the County, and (c) be solely responsible for its acts and those of its employees and agents.

**8. NONDISCRIMINATION:**

The Offeror shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. The County is an equal opportunity employer.

The Offeror will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement, so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

**9. PROPOSAL EVALUATION INSTRUCTIONS:**

This section is intended to indicate the minimum items required with each proposal to be properly evaluated. At a minimum each proposal should include the following information. Please prepare your proposal using the following format. Provide a complete response to each item and include at the front of your proposal.

**9.1 Experience.**

Clearly indicate the specific experience of the individual/firm for projects of the same scale and type as this project. List the projects and indicate the length of each period.

**9.2 Approach.**

Provide a response that defines the methods and means by which the Offeror/firm will perform the services outlined in the scope of services. Demonstrate project team's knowledge of the area and its issues.

**9.3 Portion of Project to be Subcontracted.**

Submit a list of the portion of the project to be subcontracted, a percentage, and the names of the proposed sub-contractor and work experience.

**9.4 Key Personnel.**

Provide a complete list of key personnel on the project and all sub-contractors working on the project, along with their professional experience (project and dates) and their role/responsibility in the project. Indicate how much time for each person, including the Offeror's Project Manager that will be dedicated to this project and each person's role/responsibility with this project.

**9.5 Fee Schedule.**

The Offeror shall submit fees on **PRICING FORM** - Fee Schedule detailing the total flat fees. All fees should include set up charges and delivery. Delivery will be to six different Adams County locations throughout Denver, Brighton, and Commerce City. It is expressly understood and agreed that the obligation of the County to make payments to the successful Offeror shall only extend to monies appropriated by the County BOCC, and encumbered for the purposes of the awarded agreement from this solicitation.

**10. EVALUATION FACTORS FOR AWARD:**

- Award will be made to the single responsive, responsible Offeror who submits the most technically acceptable proposal.

- A review committee consisting of members, appointed by the County, will make recommendations to the Board of County Commissioners. The evaluation is based on the individual/firm's qualifications. The committee may request additional information from Offerors or request personal interviews with Offerors.
- The evaluation criteria are listed below in descending order of importance:

**11. CRITERIA:**

- Project team and past project experience
- Project approach, ability to meet timeline, and provide requested deliverables.
- Project fee structure for three (3) years.
- Services online ordering systems

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Official documents located at [www.bidnetdirect.com](http://www.bidnetdirect.com)



**ADAMS COUNTY**  
**COLORADO**

Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL**  
**PRICING FORM: 2018.522**  
**(Submit in separate sealed envelope)**

**CONTRACTOR NAME:** \_\_\_\_\_

The Offeror is responsible for all labor, supplies and materials to perform the services as identified in the scope of services. Offeror's fees as detailed below shall be firm through the initial term of the awarded agreement.

<u>Item</u>	<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit Fee</u>	<u>Extension</u>
1	Letterhead* 8.5 x 11, 24 lbs Classic Laid Brilliant White, Printed front side only. Multique by Printmaster or an approved equal _____	70,000 each	\$ _____	\$ _____
2	Letterhead* 8.5 x 11, 60 lbs Accent Opaque Text 2-color, PMS 200. Printed front side only, flat, black. Multique by Printmaster or an approved equal _____	70,000 each	\$ _____	\$ _____
3	Letterhead* 8.5 x 11, 70 lbs Classic Linen Writing, Avon Brilliant White, two pantone inks. Printed front side only. Multique by Printmaster or an approved equal _____	70,000 each	\$ _____	\$ _____
4	Letterhead* 8.5 x 11, 70 lbs Classic Linen Writing, Avon Brilliant White, two pantone inks. Printed front side only. Multique by Printmaster or an approved equal _____	70,000 each	\$ _____	\$ _____
5	Envelopes, #6 x 9 standards 24 lbs Brown Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$ _____	\$ _____
6	Envelopes, #6 x 9 standards 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$ _____	\$ _____



7	Envelopes, #6 x 9 window 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$ _____	\$ _____
8	Envelopes, #9 standards 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$ _____	\$ _____
9	Envelopes, #9 window 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$ _____	\$ _____
10	Envelopes #9 x 12, standard 24 lb Grey Wove Stock. PMS 200 Box/ 500. Printed front side only, flat, black. Printmaster or an approved equal _____	100,000 each	\$ _____	\$ _____
11	Envelopes #9 x 12, standard 24 lb White Wove Stock. PMS 200 Box/ 500. Printed front side only, flat, black. Printmaster or an approved equal _____	100,000 each	\$ _____	\$ _____
12	Envelopes #9 x 12, standard 24 lb Brown Wove Stock. PMS 200 Box/ 500. Printed front side only, flat, black. Printmaster or an approved equal _____	100,000 each	\$ _____	\$ _____
13	Envelopes #9 x 13, standard 24 lb White Wove Stock. PMS 200 Box/ 500. Printed front side only, flat, black	100,000 each	\$ _____	\$ _____
14	Envelopes, #10 standards 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black. Multique by Printmaster or an approved equal _____	100,000 each	\$ _____	\$ _____
15	Envelopes, #10 window 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black. Multique by Printmaster or an approved equal _____	100,000 each	\$ _____	\$ _____
16	Envelopes, #10 Reply/Return 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black. Multique by Printmaster or an approved equal _____	100,000 each	\$ _____	\$ _____

Official documents located at [www.bidnetdirect.com](http://www.bidnetdirect.com)



17	Envelopes, #10 x 13, standard 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black. Printmaster or an approved equal _____	100,000 each	\$ _____	\$ _____
18	Envelopes, standard, 26 lbs Classic Linen Writing. PMS 541 Box/500. Printed front side only	100,000 each	\$ _____	\$ _____
19	Envelopes, Pre-Sort #10 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$ _____	\$ _____
20	Envelopes, Metered #10 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$ _____	\$ _____
21	Envelopes, Pre-Sort #10 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$ _____	\$ _____
22	Envelopes, First Class #10 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$ _____	\$ _____
23	Envelopes, Business reply #9 Green Bar across top, bleeds off the top, 24 lbs White Wove Stock, PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$ _____	\$ _____
24	Envelopes, Business reply #9 Red Bar across top, bleeds off the top, 24 lbs White Wove Stock, PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$ _____	\$ _____
25	Envelopes, Business reply #9 24 lbs Pink Wove Stock, PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$ _____	\$ _____
26	Envelopes, Business reply #9 24 lbs White Wove Stock, PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$ _____	\$ _____
27	Business Cards #80, standard Accent Opaque Cover size 2 x 3.5 inches, two colors, Printed front side only, flat, black and PMS 200, Boxes 250/500	150,000 each	\$ _____	\$ _____

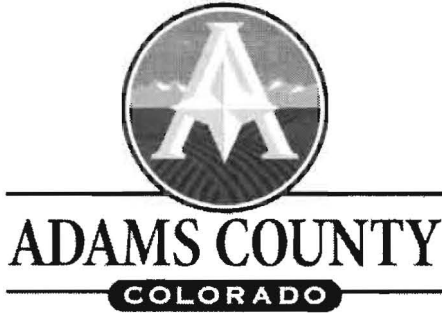
Official documents located at [www.bidnetdirect.com](http://www.bidnetdirect.com)

28	Business Cards #80, specialty Accent Opaque Cover 2 x 3.5 inches two sided with foil (County own foil), flat, black and PMS 200, Boxes 250	150,000 each	\$ _____	\$ _____
29	Business Cards #80, specialty Classic Linen Cover 2 x 3.5 inches two sided, flat, black and PMS 200, Boxes 250	150,000 each	\$ _____	\$ _____
30	Business Cards #80, standard Classic Laid Cover –Avon Brilliant White, 2 x 3.5 inches, one sided, flat, black and PMS 200, Boxes 250	150,000 each	\$ _____	\$ _____
31	NCR Forms 2 part and 3 part	100,000 each	\$ _____	\$ _____
32	Other Printing Items Not Listed as identified in the specs	,100,000 each	\$ _____	\$ _____

**Note:** \* County will provide own letterhead stock paper

**TOTAL**      \$ \_\_\_\_\_

Official documents located at [www.bianetdirect.com](http://www.bianetdirect.com)



Adams County Finance Department  
 Purchasing Division  
 4430 South Adams County Parkway  
 Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
 SUBMISSION CHECK LIST**

**SUBMISSION:** It is imperative you address your submittal envelope as follows:

**Mailing Address:**

Adams County Government Center  
 Purchasing Division C4000A  
 4430 South Adams County Parkway  
 Brighton, CO 80601

ATTN: Shawn Hartmann  
 Contract Specialist II  
 RFP-SPH-2018.522

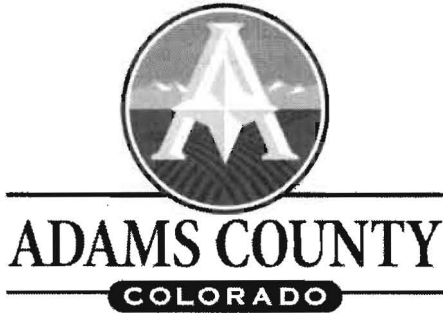
**Hand Deliveries accepted:**

Adams County Government Center  
 First Floor Central Lobby Receptionist  
 4430 South Adams County Parkway  
 Brighton, CO 80601

ATTN: Shawn Hartmann  
 Contract Specialist II  
 RFP-SPH-2018.522

Does your Proposal comply with all the terms and conditions of this Solicitation? If no, indicate exceptions.	YES	NO
Does your Proposal provide proposed revisions to the attached Sample Agreement and identified on the Term of Acceptance Form?	YES	NO
Does your Proposal meet or exceed all specifications, including minimum service requirements? If no, indicate exceptions.	YES	NO
Requirements met and response included?	YES	NO
May any other governmental entity avail itself of this Agreement and purchase any and all items specified?	YES	NO
Have all the addendums been acknowledged and enclosed?	YES	NO
Original and the number of copies specified enclosed including electronic copy?	YES	NO
Has a duly authorized agent of the contractor signed the Contractor's Statement?	YES	NO
Is pricing form enclosed in a separate sealed envelope?	YES	NO





Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
CONTRACTOR'S CERTIFICATION  
OF COMPLIANCE**

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended 5/13/08, as a prerequisite to entering into a Agreement for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or Agreement with an illegal alien who will perform work under the attached Agreement for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached Agreement for services.

---

Contractor Name

---

Printed or Typed Name

---

Signature

---

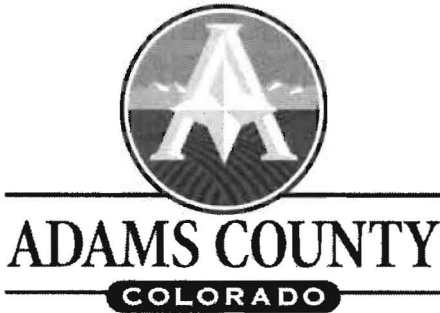
Title

---

Date

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering.





Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
CONTRACTOR'S STATEMENT**

I have read and fully understand all the conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said conditions as stated or implied. In consideration of the above statement, the following Bid is hereby submitted.

If any of the documents listed on the cover page are missing from this package, contact Adams County Purchasing. If you require additional information, call the Purchasing Division contact person.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the Contractor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her Bid, (3) the Bid is being submitted on behalf of the Contractor in accordance with any terms and conditions set forth in this Solicitation, and (4) the Contractor will accept any awards made to it as a result of the Bid submitted herein for a minimum of 120 calendar days following the date of submission.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda (list all): \_\_\_\_\_

Contractor Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ County \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_



**ADAMS COUNTY**  
**COLORADO**

Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL**  
**REFERENCE FORM**

Contractors shall furnish the names, addresses and telephone numbers of a minimum of three (3) firms or government organizations for which the Contractor has provided similar projects:

**Company Name**

Address

Reference Name

Reference Email Address

Telephone Number

Project Name

Value

\$

**Company Name**

Address

Reference Name

Reference Email Address

Telephone Number

Project Name

Value

\$

**Company Name**

Address

Reference Name

Reference Email Address

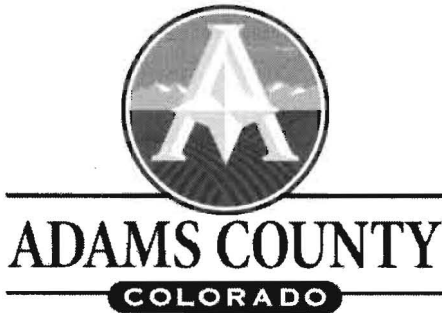
Telephone Number

Project Name

Value

\$

Official documents located at [www.bidnetdirect.com](http://www.bidnetdirect.com)



Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
TERM OF ACCEPTANCE FORM**

Request for Proposal # \_\_\_\_\_

I, on behalf of the Contractor identified below, hereby certify that I have read a copy of the sample Agreement attached to the RFP and understand the terms and provisions contained in that Agreement. I further hereby certify that it is the Contractor's intent to comply with each and every term and provision contained in the sample Agreement and propose no modifications to the sample Agreement except as follows:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

I understand that the modification stated above, if any, are offered for discussion purposes only and that Adams County reserves the right to accept, reject or further negotiate any and all proposed modification to the sample Agreement.

Contractor Name \_\_\_\_\_

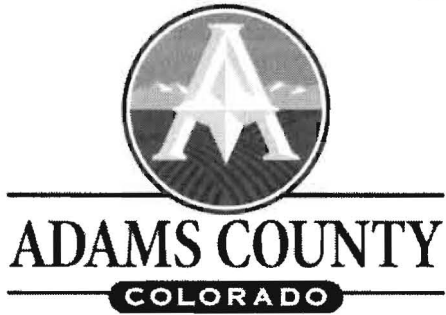
Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

SAMPLE AGREEMENT



Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

REQUEST FOR PROPOSAL  
APPENDIX A  
SAMPLE AGREEMENT FOR SERVICES

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A Sample Agreement for Services is included as "Sample Agreement" in with solicitation for informational and reference purposes only.

**Addendum #1  
2018.522**

---

## **COUNTY WIDE PRINTING SERVICES**

**All documents and Addendum related to this RFP  
will be posted on the Rocky Mountain Bid System at:  
<http://www.rockymountainbidsystem.com/Bids/ViewOpenSolicitations.asp>**

**Proposal Opening Date: JULY 20, 2018  
Time: 2:00 PM MT, Our Clock**

**Location: Adams County Government Center  
4430 South Adams County Parkway  
4<sup>th</sup> Floor, C4000A  
Brighton, CO 80601**



---

**ADAMS COUNTY**

---

**COLORADO**

---

Official documents located at [www.bidnetdirect.com](http://www.bidnetdirect.com)

## COUNTY WIDE PRINTING SERVICES - RFP#2018.522

**Q1: I would like to ask if there is a sample packet of the requested items available?**

**A:** *Yes, Please see the attached Sample 1, 2, 3, and 4.*

**Q2: Is the ability to order from a pad or Smartphone a requirement?**

**A:** *Not necessary, but would be nice.*

**Q3: Section 7.2.1 submission you state name of firm must be on bid envelope, scope of work section you ask for the submittal to have no company logo. Please advise.**

**A:** *Please simply have your company name with the required proposal information on the outside of the submittal envelope without company logo.*

**Q4: Is the county going to pay for the 10% overrun that is allowed?**

**A:** *No, the vendor covers this should they chose to do an overrun.*

**Q5: Are you supplying the foil for the sherriff business cards?**

**A:** *Yes, on an as needed basis.*

**Q6: What is the expected number of users?**

**A:** *Approximately 30*

**Q7: What is the expected monthly number of orders?**

**A:** *Across all users, potentially 2-4 times a month, varies based on turnover of staff and board.*

**Q8: What is the sheet size that will be provided by Adams County for the letterhead?**

**A:** *Final size is 8.5 x 11*

**Q9: Can we print CMYK in place of the spot colors requested?**

**A:** *Yes*

**Q10: If shells are printed in two spot colors can we personalize with digital CMYK?**

**A:** *Yes*

**Q11: Do the stripes bleed on the envelopes? Are they vertical or horizontal?**

**A:** *They do bleed and go onto the backside of the envelope in most cases. Most are horizontal.*



**Q12: Do the NCR forms number? Book? Wrap around covers?**

**A:** *The NCR forms are book and do not number.*

**Q13: Do you currently have other envelope stocks approved besides the Multique?**

**A:** *Not to our knowledge.*

Official documents located at [www.bidnetdirect.com](http://www.bidnetdirect.com)

**CopyCo Quality  
Printing, Inc.**

**Adams County  
RFP-SPH-2018.522**

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*Term of Acceptance Form*

*\* Per instructions Pricing Form is in a separate sealed envelope.*

## **COPYCO QUALITY PRINTING, Inc.**

### **Executive Summary for RFP-SPH-2018.522**

Included in the submittal for the above-referenced Request For Proposal is a brief introduction as to what you can expect from CopyCo Quality Printing, Inc. as your off-site printing vendor. We have provided printing services for Adams County as well as other government clients for a number of years. Our small to large offset presses along with our digital presses are geared towards government agency needs and are instrumental in making sure that your projects are completed correctly and on time. We are also capable of making large posters and banners. Our online ordering system is a unique feature which allows each client to access their catalog items either to re-order an item or to create a new order. We do have an extensive online catalog for Adams County which will make a seamless transition into the new season of printing for the county.

**CopyCo Quality  
Printing, Inc.**

1507 Riverside Avenue  
Fort Collins, Colorado 80524  
CustomerService@CopyCoPrint.com

**970.226.4179**  
**CopyCoPrint.com**

## Adams County RFP-SPH-2018.522 Response

**Experience**

CopyCo has been in business since 1979. The highly qualified staff at CopyCo Quality Printing, Inc. love what they do, and that passion carries over into the most important part of the printing business—quality customer service backed by the ability to provide outstanding products and services. For more than 39 years, CopyCo's priority has been superb customer satisfaction and high-quality products. But much of our success can be credited to the solid foundation that keeps the company flowing smoothly.

**Approach**

CopyCo uses print industry standard processes, equipment and materials to deliver all of our customers, including Adams County, the most cost effective options for their printing needs. We leverage our staff's knowledge and skills to ensure that we deliver quality products in a timely manner. When an order is received, an order receipt is sent to the client via email to confirm the receipt of the order. A unique order is processed and routed to our prepress department. The order is processed via Adobe Creative Suite version CS4 as needed, i.e. type-setting and design, and a pdf proof is sent to the appropriate party (we are also setup for online proofing which allows for you to approve a proof online). After a proof is approved it is then sent to the production department and it is checked throughout the production process to ensure accuracy and quality.

**Portion of Project to be Subcontracted**

CopyCo completes almost all Adams County production on-site. CopyCo will subcontract numbering, perforating, and foiling as needed. Based on previous contract work for Adams County, the amount of subcontract work is less than 5% of production. The subcontractor used is United Mailing, 3201 E. Mulberry Street, Suite D, Fort Collins, CO 80524. We maintain a close working relationship with the vendor to ensure quality, accuracy and timeliness in mass mailing projects.

**Key Personnel**

Farid Babazadeh- Farid has been the owner of CopyCo since 1999. Throughout the years Farid has learned every aspect of the printing business. His vast knowledge of printing, keen attention to detail, as well as great customer service have been the driving force behind the growth of the company.

James Neely - James has over 30 years of experience in graphic design, screen printing and traditional printing. His dedication to customer satisfaction comes first and foremost, and is equalled only by his continued drive for learning.

Golnar Babazadeh- Golnar has been involved in the printing business since 1980 when her parents acquired CopyCo. She is involved in many aspects of the business including but not limited to customer service, bookkeeping, and bindery.

**CopyCo Quality  
Printing, Inc.**

1507 Riverside Avenue  
Fort Collins, Colorado 80524  
CustomerService@CopyCoPrint.com

**970.226.4179**  
**CopyCoPrint.com**

**Fee Schedule**

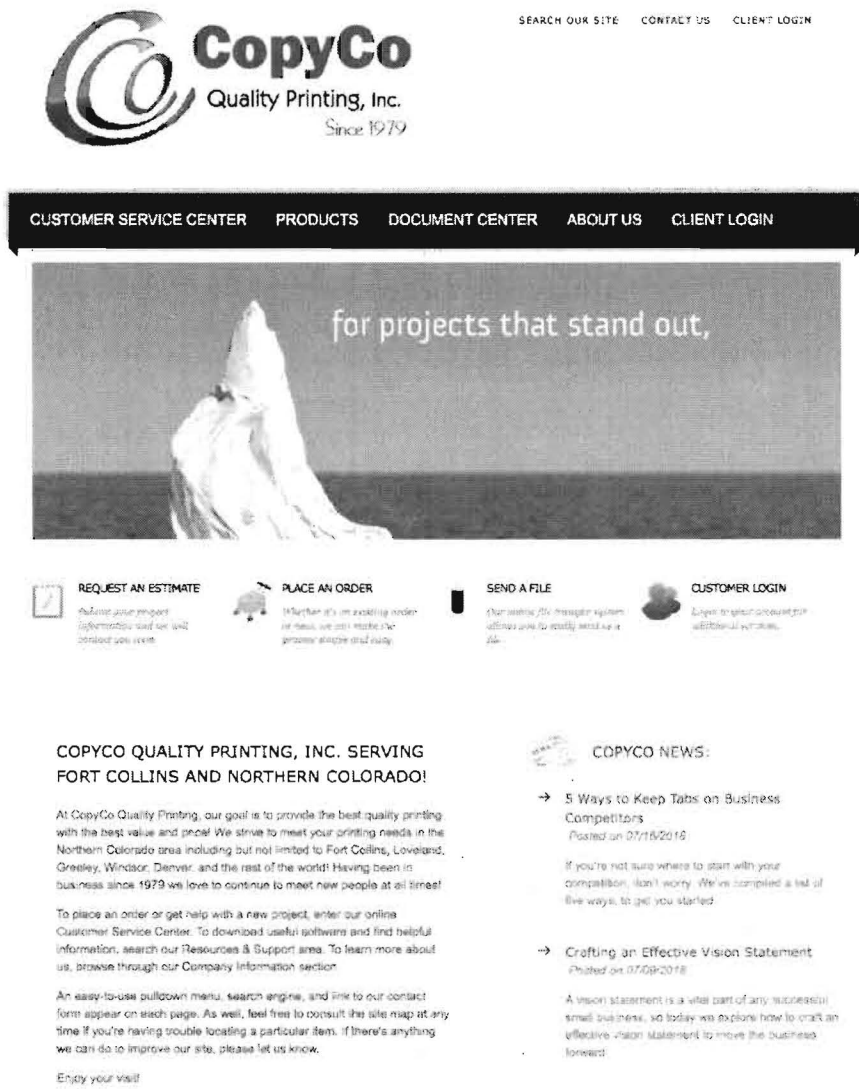
Please see Section 2 (beginning on page 6).

**Samples**

Please see Section 3.

**Online ordering system for business cards**

a. To place an order or get help with a new project, enter our secure Customer Service Center at [www.copycoprint.com](http://www.copycoprint.com). [See screen shot below]



**CopyCo Quality Printing, Inc.**

1507 Riverside Avenue  
Fort Collins, Colorado 80524  
[CustomerService@CopyCoPrint.com](mailto:CustomerService@CopyCoPrint.com)

**970.226.4179**  
**CopyCoPrint.com**



**Online ordering system for business cards (continued)**

b. Once there, you can login by using your unique user and password information to enter your Customer Portal. [See screen shots below]



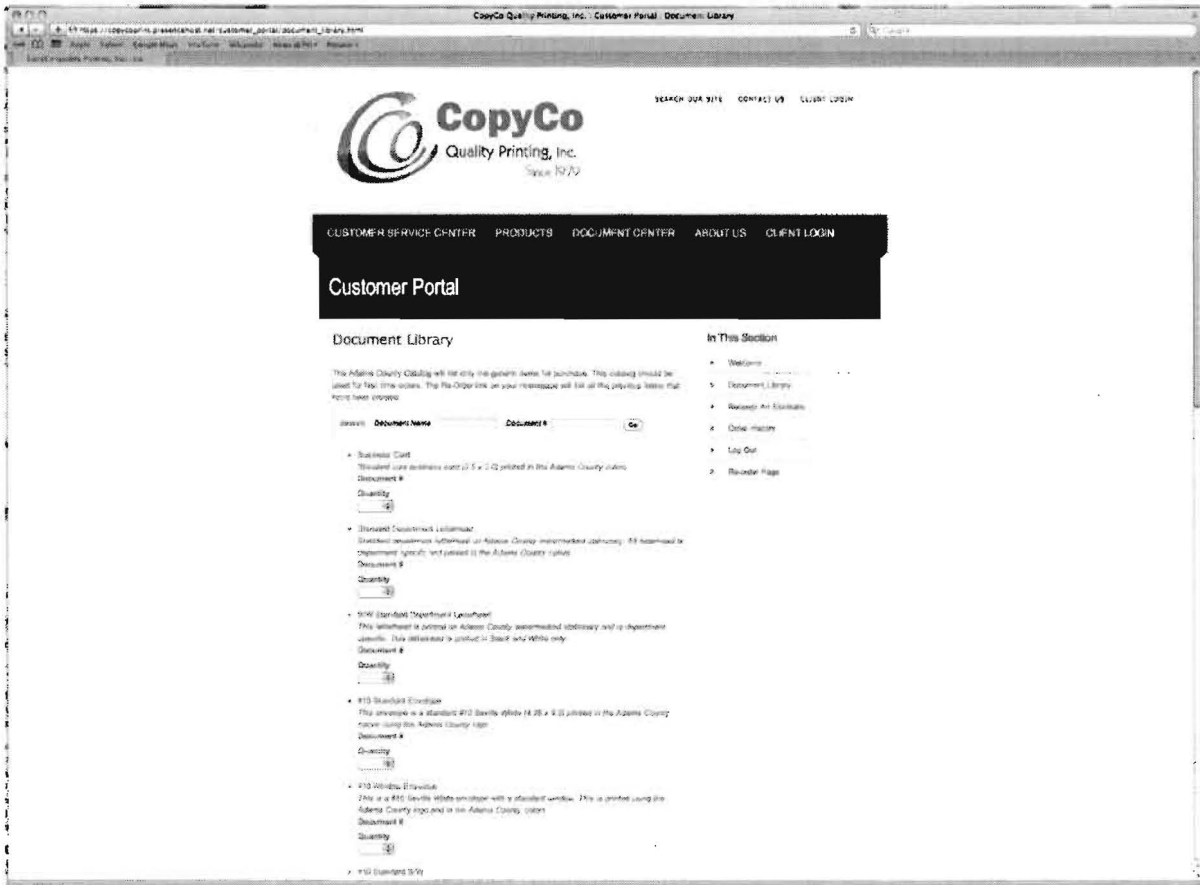
**CopyCo Quality  
Printing, Inc.**

1507 Riverside Avenue  
Fort Collins, Colorado 80524  
CustomerService@CopyCoPrint.com

**970.226.4179  
CopyCoPrint.com**

**Online ordering system for business cards (continued)**

c. Your Customer Portal is customized to your needs and it's where you can go to request an estimate, look at your order history, reorder a previously ordered item, or go to your customized Document Library and order from your stored documents. [See screen shot below]



**Online ordering system for business cards (continued)**

d. Once an item(s) is ordered, you can exit the system by choosing to “Pay Now” or “Pay Later” option. We will be more than happy to provide a live demonstration of the online ordering system at any time.

**CopyCo Quality  
Printing, Inc.**

1507 Riverside Avenue  
Fort Collins, Colorado 80524  
CustomerService@CopyCoPrint.com

**970.226.4179**  
**CopyCoPrint.com**

**Capabilities for printing labels**

CopyCo can print labels as requested, from single to full color and on just about any substrate needed.

**References**

Please see Section 4 (beginning on page 18).

**Completed W-9 Form**

Please see Section 6 (beginning on page 25).

**What is CopyCo's guaranteed maximum turnaround time on Proofs?**

If a request for a job is sent in before 3:00 p.m., the proof will be sent back that same day. If it's after 3:00 p.m., it will be sent the next morning. CopyCo has an online instant proofing system if needed.

**What is CopyCo's maximum turnaround time after final approval on print runs?**

Print runs will be delivered in 3-5 business days. Rush print jobs can be delivered 1-3 days from the receipt of the order (depending on the size and scope of the print job).

**Does CopyCo accept P-cards as a form of payment?**

Yes.

**What is CopyCo's usual payment terms if you do not accept P-cards?**

CopyCo's standard payment terms are Net 30 days.

**Does CopyCo provide form development consulting services?**

Yes. CopyCo will provide any and all assistance in the design and development of any forms and any service needs that Adams County may have.

**Description of CopyCo's quality control methods**

CopyCo's quality control methods begin at the time an order is received and continues to the time the job is delivered to the customer. Quality and accuracy checks are done at the time the job is written up, at design and pre-press time, during the printing and bindery process, and before delivery to the customer. At CopyCo Quality Printing, our team members' number one priority is quality and customer satisfaction. Afterall... Quality is our middle name!

**Description of CopyCo's approval process**

CopyCo's standard practise for the approval process of designs, layouts and even repeat orders involves direct email contact from the graphics department which provides an image proof, usually in the form of a PDF document attachment with the artwork. Production does not begin until the client gives the approval by replying to the email or in some other form.

## **COPYCO QUALITY PRINTING, Inc.**

### **Profile of the Firm RFP-SPH-2018.522**

CopyCo's only office is located at 1507 Riverside Ave., Fort Collins, Colorado 80524.

- a. The firm consists of 3 full-time staff members.
- b. All printing is performed onsite at the above address.
- c. There are 3 staff members who are assigned to projects on a full-time basis.
- d. There are no part-time staff members
- e. Farid and Golnar Babazadeh are the owners/managers. Resume will be provided upon request.
- f. There have been no complaints or litigation against the firm in the last 39 years of its existence.

# **CopyCo Quality Printing, Inc.**

## **Printed Samples**

712A Whalers Way  
Bldg A201  
Fort Collins, CO 80525  
970-212-1868  
877-777-1945

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**Licensed to Practice:**  
Rocky L. Edmonds-WY & CO  
Jeffrey M. Logue-CO, UT, WY & ID



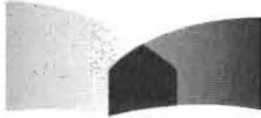


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1550 blue spruce dr  
fort collins, co 80524  
970-484-7498

**murphy center**

242 conifer st  
fort collins, co 80524  
970-494-9940

**loveland office**

1511 E 11th St, Ste 225  
loveland, co 80537  
970-663-4163

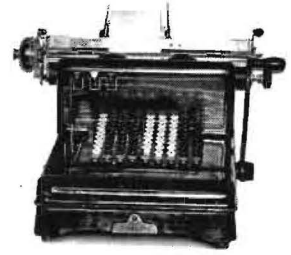
[n2n.org](http://n2n.org)



*Dale A. Kruger*

---

CERTIFIED PUBLIC ACCOUNTANT, P.C.



515 S. Howes St. • Fort Collins, CO 80521  
Telephone: 970-482-6947 • Fax: 970-472-4061  
[www.krugercpas.com](http://www.krugercpas.com)

**Cherokee Park**  
RANCH



436 Cherokee Hills Drive • Livermore, Colorado 80536



1001 Centre Avenue  
Fort Collins, CO 80526



**CRANE &  
SEAGER  
ORTHODONTICS**

Mark D Crane, DDS, MS  
Craig Seager DDS, MSD

4144 Timberline Road • Fort Collins, CO 80525  
3520 East 15th Street, Suite 101 • Loveland, CO 80538

[craneseagerortho.com](http://craneseagerortho.com)



  
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fax 970-221-1879

fcendo@hotmail.com

*Mark L. Kochevar, D.M.D.*  
PRACTICE LIMITED TO ENDODONTICS

1513 Riverside Avenue

Fort Collins, CO 80524

## Horizon Mechanical Solutions

126 Hemlock Street  
Fort Collins, CO 80524  
www.horizonmechs.com  
dfranz@horizonmechs.com

Danny Franz  
Foreman

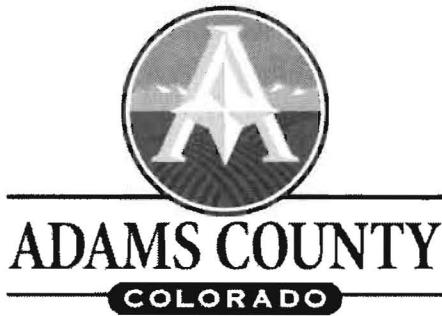
Office: 970.482.7333  
Fax: 970.482.7545  
Cell: 970.305.7710

*Arturo Salas*  
(970)4493947

*Eduardo*  
*Martinez*  
(970) 5995647

# A&E Painting CO.

- FREE ESTIMATES!
- WE ALSO DO WELDING JOBS
- INTERIOR & EXTERIOR/ RESIDENTIAL/COMMERCIAL: FULLY INSURED



Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
REFERENCE FORM**

Contractors shall furnish the names, addresses and telephone numbers of a minimum of three (3) firms or government organizations for which the Contractor has provided similar projects:

**Company Name** Adams County

Address 4430 S. Adams County Parkway, Brighton, CO 80601

Reference Name Betty DeBruyne

Reference Email Address BDebruyne@adcogov.org

Telephone Number (720) 523-6211

Project Name Business Cards, Letterheads, Envelopes

Value \$ Variable

**Company Name** Larimer County Election Department

Address 200 West Oak, Fort Collins, CO 80521

Reference Name Carol Steinhauer

Reference Email Address csteinhouer@larimer.org

Telephone Number (970) 498-7930

Project Name Varies

Value \$ Variable

**Company Name** City of Longmont

Address 350 Kimbark St., Longmont, CO 80501

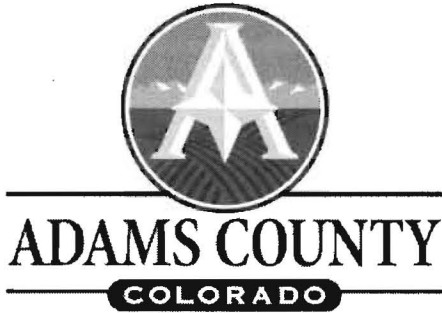
Reference Name Anne Jordan

Reference Email Address Anne.Jordan@longmontcolorado.gov

Telephone Number (303) 774-4362

Project Name Longmont Cityline

Value \$ Variable

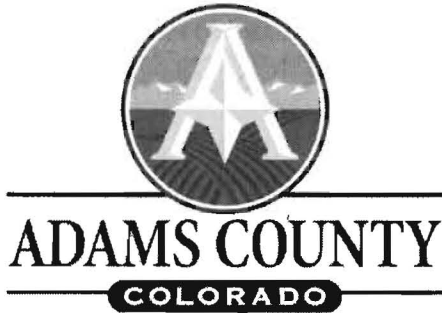


Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
REFERENCE FORM**

Contractors shall furnish the names, addresses and telephone numbers of a minimum of three (3) firms or government organizations for which the Contractor has provided similar projects:

<b>Company Name</b>	<u>CRWAD - Colorado State University</u>
Address	<u>C.S.U., Department of Microbiology, Fort Collins, CO 80523</u>
Reference Name	<u>Dr. Bob Ellis</u>
Reference Email Address	<u>Robert.Ellis@colostate.edu</u>
Telephone Number	<u>(970) 491-1815</u>
Project Name	<u>Varies</u>
Value	<u>\$ Variable</u>
<b>Company Name</b>	<u>Weiss Marketing/Jostens</u>
Address	<u>912 Lookout Ct., Windsor, CO 80550</u>
Reference Name	<u>Dana Weiss</u>
Reference Email Address	<u>dana.weiss@jostens.com</u>
Telephone Number	<u>(970) 218-8430</u>
Project Name	<u>Varies</u>
Value	<u>\$ Variable</u>
<b>Company Name</b>	<u>Standard Process West</u>
Address	<u>5740 Boeing Drive, Loveland, CO 80538</u>
Reference Name	<u>Tanya Derbaix</u>
Reference Email Address	<u>tderbaix@standardprocesswest.net</u>
Telephone Number	<u>(970) 776-3710</u>
Project Name	<u>Varies</u>
Value	<u>\$ Variable</u>



Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
REFERENCE FORM**

Contractors shall furnish the names, addresses and telephone numbers of a minimum of three (3) firms or government organizations for which the Contractor has provided similar projects:

<b>Company Name</b>	<u>United Mailing</u>
Address	<u>3201 E. Mulberry Street, Suite D, Fort Collins, CO 80524</u>
Reference Name	<u>Bryan Ray</u>
Reference Email Address	<u>umailing@qwestoffice.net</u>
Telephone Number	<u>(970) 267-3535</u>
Project Name	<u>Varies</u>
Value	<u>\$ Variable</u>
<b>Company Name</b>	<u>Knights of Columbus</u>
Address	<u></u>
Reference Name	<u>Michael Lodato</u>
Reference Email Address	<u>michael.lodato@kofc.org</u>
Telephone Number	<u>(970) 901-9873</u>
Project Name	<u>Varies</u>
Value	<u>\$ Variable</u>
<b>Company Name</b>	<u>The Gideons International</u>
Address	<u>1224 Mansfield Drive, Fort Collins, CO 80525</u>
Reference Name	<u>Jan Bertholf</u>
Reference Email Address	<u>jbertholf@thegroupinc.com</u>
Telephone Number	<u>(970) 217-7619</u>
Project Name	<u>Varies</u>
Value	<u>\$ Variable</u>

**From:** Anne Jordan [<mailto:Anne.Jordan@longmontcolorado.gov>]  
**Sent:** Tuesday, July 17, 2018 8:58 AM  
**To:** Customer Service <[customerservice@copycoprint.com](mailto:customerservice@copycoprint.com)>  
**Subject:** Recommendation letter

The City of Longmont Public Information Office has used CopyCo to print a monthly newsletter for about four years. Farid Babazadeh and his staff have always been very responsive to the demands of our schedule and to any special needs that arise. And the quality of their work is excellent. There is a second version of the newsletter that is printed by a very large printing company in another state, and CopyCo consistently produces a better quality product with truer color, cleaner folds and on-time delivery. There also have been a couple of instances in which there were copy errors in the newsletter (which is in Spanish), and CopyCo has brought those to my attention so that they could be corrected. That is something I've never experienced from a printer in 40 years of managing print production.

I recommend CopyCo without reserve and look forward to continuing our successful relationship. Please feel free to contact me with questions or for more information.

---

**Anne Jordan** | Public Information Specialist

# CONFERENCE OF RESEARCH WORKERS IN ANIMAL DISEASES

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**Dr. Robert P. Ellis, Exec. Director**  
Department of Microbiology  
Immunology and Pathology  
College of Veterinary Medicine  
and Biomedical Sciences  
Colorado State University  
Fort Collins, CO 80523-1682

Date: November 21, 2014

To: Adams County Government Center  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, CO 80601

From: Robert P. Ellis  
Executive Director, Conference of Research Workers in Animal Diseases (CRWAD)  
Professor, Colorado State University

Subject: CopyCo Quality Printing Recommendation

I have been using CopyCo for printing services for over 30 years. The items that I have had printed range from business cards to stationary (letterhead and envelopes) to conference Programs and Proceedings. The Proceedings are about 200 pages. For CRWAD, we have been using CopyCo's services for 27 years with total satisfaction. CopyCo has always finished projects on time, and has never missed a deadline. Any color material has been produced true to the requested colors, and with very high resolution. Different types of bindings have been used, ranging from comb to spiral to booklets that have been stapled at the spine. Again, all such products have been produced to highest standards.

The person who we have had the most direct communications with over the past several years is Mr. Farid Babazadeh, the Vice President. He and the others at CopyCo are very customer-friendly and excel in meeting the customer's priorities.

In conclusion, I have made these high recommendations with no reservation whatsoever.

Sincerely,



Robert P. Ellis  
Executive Director, CRWAD  
Professor, Colorado State University



July 17, 2018

To Whom It May Concern,

I have been working with Farid Babazedeh since 2009. I have always enjoyed working with him, at CopyCo Printing. He has always been very courteous, on-time with deadlines, verifying details and an excellent and ethical printer. I will happily continue to do business with him.

Please feel free to contact me Monday – Friday 8:30-4:30 at the below phone number.

Sincerely,

Stacy Ray





KNIGHTS OF COLUMBUS  
MAKING A DIFFERENCE FOR LIFE

To: Whom It May Concern

From: Michael Lodato

Knights of Columbus Field Agent Northern Colorado

970-901-9873

I am writing this letter in reference to my interactions with CopyCo Quality Printing Inc. In the years I have done business and communicated with them it has been a wonderful experience for me and the organizations I represent. My Position within the Knights of Columbus as a Field agent requires me to help local organizations in their fund-raising and community building projects. I am always looking for quality product and great service to help with our printing and business needs. I could not recommend them enough to anyone who is looking to have a company help them with their business needs. The attention to detail and the personal touch that is lacking in large business structures is an appreciated strength in CopyCo. Please feel free to call me anytime if you have questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Lodato".

Michael Lodato FICF, MDRT

Knights of Columbus Field Agent



## THE GIDEONS INTERNATIONAL ROCKY MOUNTAIN STATE ASSOCIATION

Jan C. Bertholf North Regional Director

1224 Mansfield Drive, Fort Collins, Colorado Phone 970-217-7619 Business 970-419-2347  
jbertholf@thegroupinc.com

16 July 2018

To Whom it May Concern,

The purpose of this letter is to recommend *COPYCO* Printing for the most demanding and professional printing requirements of any organization. For over 20 years, Farid Babazadeh's team has been providing the Rocky Mountain State Association of the Gideons with the finest printing for a wide variety of color products: Annual Prayer Calendars, Convention Invitations, Breakfast Announcements, Blitz Calendars, Envelopes, and Membership Directories.

Their ability to provide high-volume is outstanding. *COPYCO*'s color matching is exceptional. Their paper quality and ink lay—whether matt or gloss always matches the theme. Perhaps their most valuable quality to us is timeliness—always providing the printing in time for each event.

*COPYCO* is great working with our organization's photographers, illustrators and Graphic designers and is adept at any digital format needed. I know Farid very well as a person and a professional--your organization will be blessed working with Farid. Feel free to contact me directly.

Jan C. Bertholf  
North Region Director

Form **W-9**  
(Rev. October 2007)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)  
**CopyCo Quality Printing, Inc.**

Business name, if different from above

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ .....  Exempt payee  
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.)  
**1507 Riverside Ave.**

City, state, and ZIP code  
**Fort Collins, CO 80524**

Requester's name and address (optional)

List account number(s) here (optional):

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

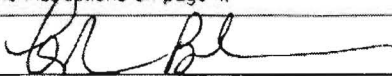
Social security number	
or	
Employer identification number	
<b>84</b>	<b>1530255</b>

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶  Date ▶ **7-17-18**

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases.

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

**Note.** You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

### Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
  2. The United States or any of its agencies or instrumentalities,
  3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
  4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
  5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
  7. A foreign central bank of issue,
  8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
  9. A futures commission merchant registered with the Commodity Futures Trading Commission,
  10. A real estate investment trust,
  11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
  12. A common trust fund operated by a bank under section 584(a),
  13. A financial institution,
  14. A middleman known in the investment community as a nominee or custodian, or
  15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7

<sup>1</sup>See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup>However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.



**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>3</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

### Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft) or 1-877-IDTHEFT(438-4338).

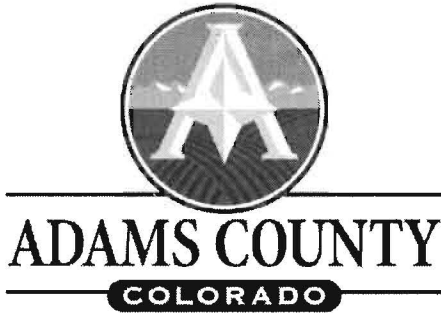
Visit the IRS website at [www.irs.gov](http://www.irs.gov) to learn more about identity theft and how to reduce your risk.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.





Adams County Finance Department  
 Purchasing Division  
 4430 South Adams County Parkway  
 Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
 SUBMISSION CHECK LIST**

**SUBMISSION:** It is imperative you address your submittal envelope as follows:

**Mailing Address:**

Adams County Government Center  
 Purchasing Division C4000A  
 4430 South Adams County Parkway  
 Brighton, CO 80601

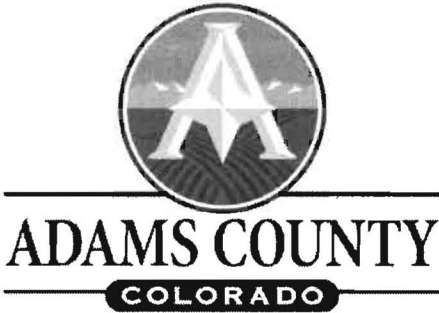
ATTN: Shawn Hartmann  
 Contract Specialist II  
 RFP-SPH-2018.522

**Hand Deliveries accepted:**

Adams County Government Center  
 First Floor Central Lobby Receptionist  
 4430 South Adams County Parkway  
 Brighton, CO 80601

ATTN: Shawn Hartmann  
 Contract Specialist II  
 RFP-SPH-2018.522

- |   |                                      |                                     |
|---|--------------------------------------|-------------------------------------|
| Does your Proposal comply with all the terms and conditions of this Solicitation? If no, indicate exceptions.                 | <input checked="" type="radio"/> YES | <input type="radio"/> NO            |
| Does your Proposal provide proposed revisions to the attached Sample Agreement and identified on the Term of Acceptance Form? | <input type="radio"/> YES            | <input checked="" type="radio"/> NO |
| Does your Proposal meet or exceed all specifications, including minimum service requirements? If no, indicate exceptions.     | <input checked="" type="radio"/> YES | <input type="radio"/> NO            |
| Requirements met and response included?   | <input checked="" type="radio"/> YES | <input type="radio"/> NO            |
| May any other governmental entity avail itself of this Agreement and purchase any and all items specified?                    | <input checked="" type="radio"/> YES | <input type="radio"/> NO            |
| Have all the addendums been acknowledged and enclosed?  | <input checked="" type="radio"/> YES | <input type="radio"/> NO            |
| Original and the number of copies specified enclosed including electronic copy?   | <input checked="" type="radio"/> YES | <input type="radio"/> NO            |
| Has a duly authorized agent of the contractor signed the Contractor's Statement?  | <input checked="" type="radio"/> YES | <input type="radio"/> NO            |
| Is pricing form enclosed in a separate sealed envelope?   | <input checked="" type="radio"/> YES | <input type="radio"/> NO            |



Adams County Finance Department  
 Purchasing Division  
 4430 South Adams County Parkway  
 Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
 CONTRACTOR'S CERTIFICATION  
 OF COMPLIANCE**

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into a Agreement for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or Agreement with an illegal alien who will perform work under the attached Agreement for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached Agreement for services.

CopyCo Quality Printing, Inc.

Contractor Name

Farid Babazadeh

Printed or Typed Name

Signature

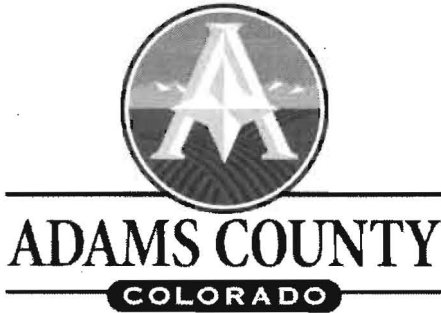
Vice President/Owner

Title

7-18-18

Date

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering.



Adams County Finance Department  
 Purchasing Division  
 4430 South Adams County Parkway  
 Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
 CONTRACTOR'S STATEMENT**

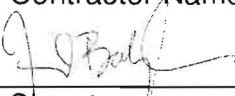
I have read and fully understand all the conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said conditions as stated or implied. In consideration of the above statement, the following Bid is hereby submitted.

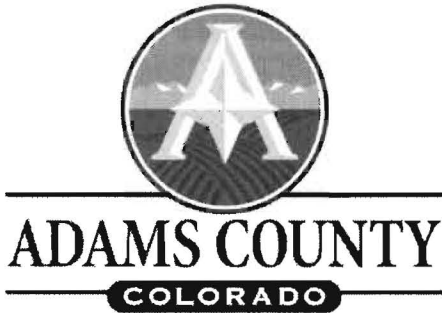
If any of the documents listed on the cover page are missing from this package, contact Adams County Purchasing. If you require additional information, call the Purchasing Division contact person.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the Contractor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her Bid, (3) the Bid is being submitted on behalf of the Contractor in accordance with any terms and conditions set forth in this Solicitation, and (4) the Contractor will accept any awards made to it as a result of the Bid submitted herein for a minimum of 120 calendar days following the date of submission.

**WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF**

Addenda (list all): RFP-SPH-2018.522, Addenda #1

<u>CopyCo Quality Printing, Inc.</u>	<u>7-18-18</u>
Contractor Name	Date
	<u>Farid Babazadeh</u>
Signature	Printed Name
<u>Vice President/Owner</u>	
Title	
<u>1507 Riverside Ave.</u>	
Address	
<u>Fort Collins, CO 80524</u>	<u>Larimer</u>
City, State, Zip Code	County
<u>(970) 226-4179</u>	<u>(970) 226-4238</u>
Telephone	Fax
<u>customerservice@copycoprint.com</u>	
Email	



Adams County Finance Department  
 Purchasing Division  
 4430 South Adams County Parkway  
 Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
 TERM OF ACCEPTANCE FORM**

Request for Proposal # RFP-SPH-2018.522

I, on behalf of the Contractor identified below, hereby certify that I have read a copy of the sample Agreement attached to the RFP and understand the terms and provisions contained in that Agreement. I further hereby certify that it is the Contractor's intent to comply with each and every term and provision contained in the sample Agreement and propose no modifications to the sample Agreement except as follows:

- 1) N/A
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

I understand that the modification stated above, if any, are offered for discussion purposes only and that Adams County reserves the right to accept, reject or further negotiate any and all proposed modification to the sample Agreement.

CopyCo Quality Printing, Inc.

Contractor Name

Authorized Signature

Farid Babazadeh

Printed Name

Vice President/Owner

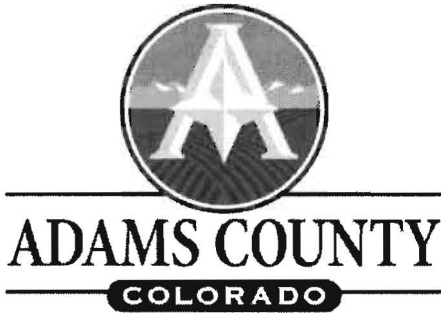
Title

7-18-18

Date

**CopyCo Quality  
Printing, Inc.**

**Adams County  
RFP-SPH-2018.522  
Fee Schedule**



Adams County Finance Department  
 Purchasing Division  
 4430 South Adams County Parkway  
 Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
 PRICING FORM: 2018.522  
 (Submit in separate sealed envelope)**

**CONTRACTOR NAME:** CopyCo Quality Printing, Inc.

The Offeror is responsible for all labor, supplies and materials to perform the services as identified in the scope of services. Offeror's fees as detailed below shall be firm through the initial term of the awarded agreement.

<u>Item</u>	<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit Fee</u>	<u>Extension</u>
1	Letterhead* 8.5 x 11, 24 lbs Classic Laid Brilliant White, Printed front side only. Multique by Printmaster or an approved equal _____	70,000 each	\$.05 _____	\$ 3,500.00 _____
2	Letterhead* 8.5 x 11, 60 lbs Accent Opaque Text 2-color, PMS 200. Printed front side only, flat, black. Multique by Printmaster or an approved equal _____	70,000 each	\$.05 _____	\$ 3,500.00 _____
3	Letterhead* 8.5 x 11, 70 lbs Classic Linen Writing, Avon Brilliant White, two pantone inks. Printed front side only. Multique by Printmaster or an approved equal _____	70,000 each	\$.05 _____	\$ 3,500.00 _____
4	Letterhead* 8.5 x 11, 70 lbs Classic Linen Writing, Avon Brilliant White, two pantone inks. Printed front side only. Multique by Printmaster or an approved equal _____	70,000 each	\$.05 _____	\$ 3,500.00 _____
5	Envelopes, #6 x 9 standards 24 lbs Brown Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$.10 _____	\$10,000.00 _____
6	Envelopes, #6 x 9 standards 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$.10 _____	\$10,000.00 _____

7	Envelopes, #6 x 9 window 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.11</u>	<u>\$ 11,000.00</u>
8	Envelopes, #9 standards 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
9	Envelopes, #9 window 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
10	Envelopes #9 x 12, standard 24 lb Grey Wove Stock. PMS 200 Box/ 500. Printed front side only, flat, black. Printmaster or an approved equal _____	100,000 each	<u>\$.20</u>	<u>\$20,000.00</u>
11	Envelopes #9 x 12, standard 24 lb White Wove Stock. PMS 200 Box/ 500. Printed front side only, flat, black. Printmaster or an approved equal _____	100,000 each	<u>\$.17</u>	<u>\$17,000.00</u>
12	Envelopes #9 x 12, standard 24 lb Brown Wove Stock. PMS 200 Box/ 500. Printed front side only, flat, black. Printmaster or an approved equal _____	100,000 each	<u>\$.17</u>	<u>\$17,000.00</u>
13	Envelopes #9 x 13, standard 24 lb White Wove Stock. PMS 200 Box/ 500. Printed front side only, flat, black	100,000 each	<u>\$.14</u>	<u>\$ 14,000.00</u>
14	Envelopes, #10 standards 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black. Multique by Printmaster or an approved equal _____	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
15	Envelopes, #10 window 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black. Multique by Printmaster or an approved equal _____	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
16	Envelopes, #10 Reply/Return 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black. Multique by Printmaster or an approved equal _____	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>



17	Envelopes, #10 x 13, standard 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black. Printmaster or an approved equal _____	100,000 each	<u>\$.17</u>	<u>\$ 17,000.00</u>
18	Envelopes, standard, 26 lbs Classic Linen Writing. PMS 541 Box/500. Printed front side only	100,000 each	<u>\$.1299</u>	<u>\$ 12,990.00</u>
19	Envelopes, Pre-Sort #10 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
20	Envelopes, Metered #10 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
21	Envelopes, Pre-Sort #10 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
22	Envelopes, First Class #10 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
23	Envelopes, Business reply #9 Green Bar across top, bleeds off the top, 24 lbs White Wove Stock, PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
24	Envelopes, Business reply #9 Red Bar across top, bleeds off the top, 24 lbs White Wove Stock, PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
25	Envelopes, Business reply #9 24 lbs Pink Wove Stock, PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
26	Envelopes, Business reply #9 24 lbs White Wove Stock, PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
27	Business Cards #80, standard Accent Opaque Cover size 2 x 3.5 inches, two colors, Printed front side only, flat, black and PMS 200, Boxes 250/500	150,000 each	<u>\$.04</u> No shells needed with this price	<u>\$ 6,000.00</u>

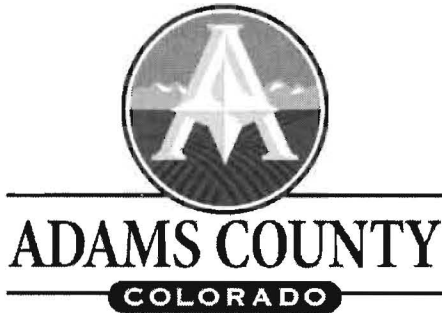
28	Business Cards #80, specialty Accent Opaque Cover 2 x 3.5 inches two sided with foil (County own foil), flat, black and PMS 200, Boxes 250	150,000 each	<u>\$.11</u>	<u>\$ 16,500.00</u>
29	Business Cards #80, specialty Classic Linen Cover 2 x 3.5 inches two sided, flat, black and PMS 200, Boxes 250	150,000 each	<u>\$.08</u>	<u>\$ 12,000.00</u>
30	Business Cards #80, standard Classic Laid Cover –Avon Brilliant White, 2 x 3.5 inches, one sided, flat, black and PMS 200, Boxes 250	150,000 each	<u>\$.07</u>	<u>\$ 3,500.00</u>
31	NCR Forms 2 part and 3 part	100,000 each	<u>\$.15 2part</u> <u>.175 3part</u>	<u>\$ 15,000.00</u>
32	Other Printing Items Not Listed as identified in the specs	,100,000 each	<u>\$ _____</u>	<u>\$ _____</u>

**Note:** \* County will provide own letterhead stock paper

**TOTAL**      \$ 298,490.00

**CopyCo Quality  
Printing, Inc.**

**Adams County  
RFP-SPH-2018.522  
Fee Schedule  
Option Year One**



Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
PRICING FORM: 2018.522  
(Submit in separate sealed envelope)**

**CONTRACTOR NAME:** CopyCo Quality Printing, Inc.

The Offeror is responsible for all labor, supplies and materials to perform the services as identified in the scope of services. Offeror's fees as detailed below shall be firm through the initial term of the awarded agreement.

<u>Item</u>	<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit Fee</u>	<u>Extension</u>
1	Letterhead* 8.5 x 11, 24 lbs Classic Laid Brilliant White, Printed front side only. Multique by Printmaster or an approved equal _____	70,000 each	\$.05	\$ 3,500.00
2	Letterhead* 8.5 x 11, 60 lbs Accent Opaque Text 2-color, PMS 200. Printed front side only, flat, black. Multique by Printmaster or an approved equal _____	70,000 each	\$.05	\$ 3,500.00
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5	Envelopes, #6 x 9 standards 24 lbs Brown Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$.10	\$10,000.00
6	Envelopes, #6 x 9 standards 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$.10	\$10,000.00

7	Envelopes, #6 x 9 window 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.11</u>	<u>\$ 11,000.00</u>
8	Envelopes, #9 standards 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
9	Envelopes, #9 window 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
10	Envelopes #9 x 12, standard 24 lb Grey Wove Stock. PMS 200 Box/ 500. Printed front side only, flat, black. Printmaster or an approved equal _____	100,000 each	<u>\$.20</u>	<u>\$20,000.00</u>
11	Envelopes #9 x 12, standard 24 lb White Wove Stock. PMS 200 Box/ 500. Printed front side only, flat, black. Printmaster or an approved equal _____	100,000 each	<u>\$.17</u>	<u>\$17,000.00</u>
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27	Business Cards #80, standard Accent Opaque Cover size 2 x 3.5 inches, two colors, Printed front side only, flat, black and PMS 200, Boxes 250/500	150,000 each	<u>\$.04</u>	<u>\$ 6,000.00</u> No shells needed with this price

28	Business Cards #80, specialty Accent Opaque Cover 2 x 3.5 inches two sided with foil (County own foil), flat, black and PMS 200, Boxes 250	150,000 each	<u>\$.11</u>	<u>\$ 16,500.00</u>
29	Business Cards #80, specialty Classic Linen Cover 2 x 3.5 inches two sided, flat, black and PMS 200, Boxes 250	150,000 each	<u>\$.08</u>	<u>\$ 12,000.00</u>
30	Business Cards #80, standard Classic Laid Cover –Avon Brilliant White, 2 x 3.5 inches, one sided, flat, black and PMS 200, Boxes 250	150,000 each	<u>\$.07</u>	<u>\$ 3,500.00</u>
31	NCR Forms 2 part and 3 part	100,000 each	<u>\$.15 2part</u> <u>.175 3part</u>	<u>\$ 15,000.00</u>
32	Other Printing Items Not Listed as identified in the specs	,100,000 each	<u>\$</u>	<u>\$</u>

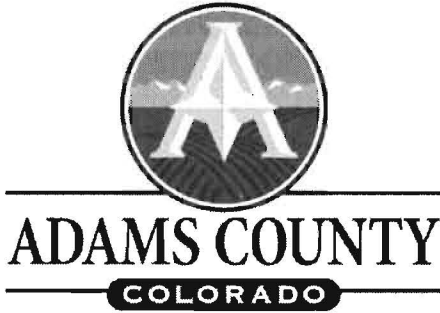
**Note:** \* County will provide own letterhead stock paper

**TOTAL**      \$ 298,490.00



**CopyCo Quality  
Printing, Inc.**

**Adams County  
RFP-SPH-2018.522  
Fee Schedule  
Option Year Two**



Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
PRICING FORM: 2018.522  
(Submit in separate sealed envelope)**

**CONTRACTOR NAME:** CopyCo Quality Printing, Inc.

The Offeror is responsible for all labor, supplies and materials to perform the services as identified in the scope of services. Offeror's fees as detailed below shall be firm through the initial term of the awarded agreement.

<u>Item</u>	<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit Fee</u>	<u>Extension</u>
1	Letterhead* 8.5 x 11, 24 lbs Classic Laid Brilliant White, Printed front side only. Multique by Printmaster or an approved equal _____	70,000 each	\$.05 _____	\$ 3,500.00 _____
2	Letterhead* 8.5 x 11, 60 lbs Accent Opaque Text 2-color, PMS 200. Printed front side only, flat, black. Multique by Printmaster or an approved equal _____	70,000 each	\$.05 _____	\$ 3,500.00 _____
3	Letterhead* 8.5 x 11, 70 lbs Classic Linen Writing, Avon Brilliant White, two pantone inks. Printed front side only. Multique by Printmaster or an approved equal _____	70,000 each	\$.05 _____	\$ 3,500.00 _____
4	Letterhead* 8.5 x 11, 70 lbs Classic Linen Writing, Avon Brilliant White, two pantone inks. Printed front side only. Multique by Printmaster or an approved equal _____	70,000 each	\$.05 _____	\$ 3,500.00 _____
5	Envelopes, #6 x 9 standards 24 lbs Brown Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$.10 _____	\$10,000.00 _____
6	Envelopes, #6 x 9 standards 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	\$.10 _____	\$10,000.00 _____

7	Envelopes, #6 x 9 window 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.11</u>	<u>\$ 11,000.00</u>
8	Envelopes, #9 standards 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
9	Envelopes, #9 window 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
10	Envelopes #9 x 12, standard 24 lb Grey Wove Stock. PMS 200 Box/ 500. Printed front side only, flat, black. Printmaster or an approved equal _____	100,000 each	<u>\$.20</u>	<u>\$20,000.00</u>
11	Envelopes #9 x 12, standard 24 lb White Wove Stock. PMS 200 Box/ 500. Printed front side only, flat, black. Printmaster or an approved equal _____	100,000 each	<u>\$.17</u>	<u>\$17,000.00</u>
12	Envelopes #9 x 12, standard 24 lb Brown Wove Stock. PMS 200 Box/ 500. Printed front side only, flat, black. Printmaster or an approved equal _____	100,000 each	<u>\$.17</u>	<u>\$17,000.00</u>
13	Envelopes #9 x 13, standard 24 lb White Wove Stock. PMS 200 Box/ 500. Printed front side only, flat, black	100,000 each	<u>\$.14</u>	<u>\$14,000.00</u>
14	Envelopes, #10 standards 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black. Multique by Printmaster or an approved equal _____	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
15	Envelopes, #10 window 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black. Multique by Printmaster or an approved equal _____	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
16	Envelopes, #10 Reply/Return 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black. Multique by Printmaster or an approved equal _____	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>

17	Envelopes, #10 x 13, standard 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black. Printmaster or an approved equal _____	100,000 each	<u>\$.17</u>	<u>\$17,000.00</u>
18	Envelopes, standard, 26 lbs Classic Linen Writing. PMS 541 Box/500. Printed front side only	100,000 each	<u>\$.1299</u>	<u>\$12,990.00</u>
19	Envelopes, Pre-Sort #10 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
20	Envelopes, Metered #10 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
21	Envelopes, Pre-Sort #10 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
22	Envelopes, First Class #10 24 lbs White Wove Stock. PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
23	Envelopes, Business reply #9 Green Bar across top, bleeds off the top, 24 lbs White Wove Stock, PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
24	Envelopes, Business reply #9 Red Bar across top, bleeds off the top, 24 lbs White Wove Stock, PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
25	Envelopes, Business reply #9 24 lbs Pink Wove Stock, PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
26	Envelopes, Business reply #9 24 lbs White Wove Stock, PMS 200 Box/500. Printed front side only, flat, black	100,000 each	<u>\$.06</u>	<u>\$ 6,000.00</u>
27	Business Cards #80, standard Accent Opaque Cover size 2 x 3.5 inches, two colors, Printed front side only, flat, black and PMS 200, Boxes 250/500	150,000 each	<u>\$.04</u>	<u>\$ 6,000.00</u> No shells needed with this price

28	Business Cards #80, specialty Accent Opaque Cover 2 x 3.5 inches two sided with foil (County own foil), flat, black and PMS 200, Boxes 250	150,000 each	<u>\$.11</u>	<u>\$ 16,500.00</u>
29	Business Cards #80, specialty Classic Linen Cover 2 x 3.5 inches two sided, flat, black and PMS 200, Boxes 250	150,000 each	<u>\$.08</u>	<u>\$ 12,000.00</u>
30	Business Cards #80, standard Classic Laid Cover –Avon Brilliant White, 2 x 3.5 inches, one sided, flat, black and PMS 200, Boxes 250	150,000 each	<u>\$.07</u>	<u>\$ 3,500.00</u>
31	NCR Forms 2 part and 3 part	100,000 each	<u>\$.15 2part</u> <u>.175 3part</u>	<u>\$ 15,000.00</u>
32	Other Printing Items Not Listed as identified in the specs	,100,000 each	<u>\$</u>	<u>\$</u>

**Note:** \* County will provide own letterhead stock paper

**TOTAL**      \$ 298,490.00