

**ADAMS COUNTY, COLORADO
AMENDMENT ONE TO AGREEMENT FOR
STORMWATER INVOICE PRINTING AND MAILING SERVICES**

THIS AMENDMENT ONE TO PROFESSIONAL SERVICE AGREEMENT #2018.035 is entered into this 5 day of May, 2020, by and between the Board of County Commissioners of Adams County, Colorado, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and Hampden Press, Inc., located at 9955 East Hampden Avenue, Denver, Colorado 80231, hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

RECITALS

WHEREAS, on November 5, 2018, the County entered into a Professional Service Agreement #2018.035 with Contractor; and,

WHEREAS, the County and the Contractor mutually desire to amend the Service Agreement to extend the term and to adjust the 2020 pricing and schedule for products and services provided.

NOW, THEREFORE, for the consideration set forth herein, the sufficiency of which is mutually acknowledged by the parties, the County and the Contractor agree as follows:

1. The Service Agreement is hereby amended to extend the term to November 4, 2020.
2. The adjusted 2020 pricing and schedule for products and services provided per the attached.
3. The Service Agreement and this Amendment One contain 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 both parties. Except as amended by this Amendment, and any prior amendment(s), the terms and conditions of the Agreement remain in full force and effect. In the event of any conflicts between the terms, conditions, or provisions of the Service Agreement and this Amendment One, the terms, conditions, and provisions of this Amendment One shall control.
4. The Recitals contained in this Amendment One are incorporated into the body hereof and accurately reflect the intent and agreement of the parties.
5. This Amendment One may be executed in multiple counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

6. Nothing expressed or implied in this Amendment One is intended or shall be construed to confer upon or to give to, any person other than the parties, any right, remedy, or claim under or by reason of this Amendment One or any terms, conditions, or provisions hereof. All terms, conditions, and provisions in this Amendment One by and on behalf of the County and the Contractor shall be for the sole and exclusive benefit of the County and the Contractor.

7. If any provision of this Amendment One is determined to be unenforceable or invalid for any reason, the remainder of the Amendment One shall remain in effect, unless otherwise terminated in accordance with the terms contained in the Service Agreement.

8. Each party represents and warrants that it has the power and ability to enter into this Amendment One, to grant the rights granted herein, and to perform the duties and obligations herein described.

IN WITNESS WHEREOF, the County and the Contractor have caused their names to be affixed.

**ADAMS COUNTY, COLORADO
COUNTY MANAGER**



Raymond H. Gonzales

8 MAY 2020

Date

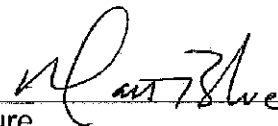
HAMPDEN PRESS, INC.

Matt Blue

Print Name

President

Print Title




Signature

5-5-20

Date

**ATTEST: JOSH ZYGIELBAUM
CLERK AND RECORDER**



Deputy Clerk

APPROVED AS TO FORM:

Doug Edelstein email approval 5/1/2020

County Attorney

AMENDMENT ONE
STORMWATER INVOICE PRINTING & MAILING
SERVICE AGREEMENT #2018-035

SPECIFICATIONS/STATEMENT OF WORK:

The successful Contractor shall supply all the materials, supervision, labor, and equipment needed to print the invoices, educational flyers, and envelopes. The awarded Contractor will then fold the documents, stuff the envelopes and mail to Stormwater Utility's customers.

Mailing shall occur within three to five (3-5) days after County's submittal of data. Contractor shall be notified by email, the date and time of delivery to the Postal Service. Adams County will supply the awarded Contractor with all the necessary data to complete this project. Any returned envelopes shall be delivered to Adams County in a timely manner.

Invoice information for Stormwater Utility's customers will be provided to the Contractor in PDF format by the date below. Quantities are an estimate (+/- 1,000) and may vary for each billing. The County currently does not have the capability to sort the PDF invoices according to zip code. Consider staff levels during the July 4th long-weekend for the July 1st mailing. The successful Contractor shall provide the County a FTP site, Dropbox, or link to upload the data (approx. 60MB). Data is confidential and shall not be used for any other purpose.

July 1, 2020 (Annual Billing):

Print and mail Stormwater Utility Invoices: Qty: 27,000, Single page invoice, 8.5"x11" white 70# Husky text weight paper (Not coated matte or glossy finish) accent opaque digital-cut. 2 side print, black ink only with perforated lower portion (lower third).

Back of invoice: pre-printed all backs with payment option guidance.

#10 window envelope: white, with Adams County logo and address printed on the front with black ink.

#9 regular return envelope: white, with printed return address in black ink (any color is acceptable).

Insert: Color Educational Flyer, 4/4 (Fold 1/2 & 1/3), 70# Husky, 17"x11", 100 PC White, printed 4 colors in process ink both sides.

Insert: Informational Flyer, 8.5"x11" white, 70# Husky, 1-side print, black ink, fold to fit into envelope.

Folding/Stuffing: (tri-fold) invoice and any educational and informational flyer inserts, and stuff documents including return #9 envelope into #10 window white envelope.

END OF SPECIFICATIONS/SCOPE OF WORK



ADAMS COUNTY
COLORADO

AMENDMENT ONE

**STORMWATER INVOICE PRINTING & MAILING
 SERVICE AGREEMENT #2018-035**

ADJUSTED 2020 PRICING FORM

PRINT OR TYPE KEY CONTACT INFORMATION BELOW (Contractor's Project Manager):

Hampden Press, Inc		04-28-20
Contractor		Date
Bob Winchell / Kim Fedeli	bob@hampdenpress.com	303-750-2035
Contact Person	Email	Phone

ADJUSTED 2020 PRICING FOR MATERIALS AND SERVICES (After Covid Quarantine Period March 2020)	MATERIALS & PRINTING	EST. POSTAGE
<u>July 1, 2020:</u> <ul style="list-style-type: none"> Qty: 27,000 Per the Specifications/Scope of Work 8.5"x11" Insert, 70# Husky paper 	\$ 9,297.17	\$ 12,122.42 (Pd 3/24/20 for Qty: 28,000)
<ul style="list-style-type: none"> 11"x17" Insert, 70# Husky paper 	\$ 4,297.62 (Pd 04/2/20 for Qty: 26,500)	
2020 PROJECT TOTAL	\$13,594.79	\$12,122.42
<p>Print, fold, stuff & mail invoices and envelopes in three to five (3-5) days after the County's data submittal to Hampden Press. Postage costs are based on postage rates as of January 2020.</p>		
<p>The County was required to pay for postage upfront in previous invoice mailings. When does your organization require postage payment? Please explain your firm's process in the space provided: Once Hampden Press, Inc., receives the mailing list and processes it, an invoice will be sent to the County for postage only. 100% Recycled envelopes are not available on short runs. They can be custom made at a higher quantity.</p>		