



## PUBLIC HEARING AGENDA ITEM

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| <b>DATE OF PUBLIC HEARING:</b> August 28, 2018  |
| <b>SUBJECT:</b> Countywide Printing Services  |
| <b>FROM:</b> Raymond H. Gonzales, County Manager<br>Alisha Reis, Deputy County Manager<br>Benjamin Dahlman, Finance Director<br>Kim Roland, Procurement and Contracts Manager |
| <b>AGENCY/DEPARTMENT:</b> Communications Department   |
| <b>HEARD AT STUDY SESSION ON:</b> N/A   |
| <b>AUTHORIZATION TO MOVE FORWARD:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  |
| <b>RECOMMENDED ACTION:</b> That the Board of County Commissioners approves a proposal award to Copyco Quality Printing Inc., for Countywide Printing Services.                |

### **BACKGROUND:**

Adams County utilizes printing services for County business cards, letterhead, envelopes, and forms. A formal Request for Proposal (RFP) was solicited through Rocky Mountain e-Purchasing (BidNet) for countywide printing services. Proposals were opened on July 20, 2018. Three firms submitted proposals.

The firms were evaluated on the following criteria:

- Project team and past projects experience
- Project approach, ability to meet timeline and provide requested deliverables
- On-line ordering system
- Fee structure

After a thorough review, the evaluation team determined Copyco Quality Printing Inc., to be the most responsive and responsible proposer, and provides the best value to Adams County. Staff recommends the award be made to Copyco Quality Printing to provide countywide printing services in the not to exceed amount of \$298,490.00

**AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:**

Communications

**ATTACHED DOCUMENTS:**Resolution  
Summary Sheet**FISCAL IMPACT:**

Please check if there is no fiscal impact ☐. If there is fiscal impact, please fully complete the section below.

**Fund:** Various**Cost Center:** Various

|  | Object<br>Account | Subledger | Amount |
|--|-------------------|-----------|--------|
| Current Budgeted Revenue:                          |                   |           |        |
| Additional Revenue not included in Current Budget: |                   |           |        |
| <b>Total Revenues:</b>                             |                   |           |        |

|   | Object<br>Account | Subledger | Amount      |
|---|-------------------|-----------|-------------|
| Current Budgeted Operating Expenditure:                     | 8025              |           | \$1,048,137 |
| Add'l Operating Expenditure not included in Current Budget: |                   |           |             |
| Current Budgeted Capital Expenditure:                       |                   |           |             |
| Add'l Capital Expenditure not included in Current Budget:   |                   |           |             |
| <b>Total Expenditures:</b>                                  |                   |           | \$1,048,137 |

**New FTEs requested:** ☐ YES ☒ NO**Future Amendment Needed:** ☐ YES ☒ NO**Additional Note:**