



CITY AND COUNTY OF DENVER

DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
www.denvergov.org/purchasing

WELLINGTON E. WEBB
MUNICIPAL OFFICE BUILDING
201 WEST COLFAX AVE., DEPT. 304
DENVER, CO 80202
PHONE: (720) 913-8100
FAX: (720) 913-8101

Date: November 30, 2018

Output Services, Inc.
6410 Odell Place
Boulder, CO 80301

ATTN: Mike McDaniel
Mike.mcdaniel@outputservices.com

Reference:


Master Purchase Order No.: 0721A0113 (SC-00001632)
Title: DMV Renewal Cards

Mr. McDaniel:

The contract made and entered into by your company and the City and County of Denver pursuant to the above referenced Master Purchase Order Number expires on March 19, 2019. Please continue to refer to the respective Purchase Order Numbers in all correspondence, invoicing, billing or other communications.

Should you desire to extend this contract for an additional nine (9) months, to and including December 31, 2019, please return this signed letter to the undersigned prior to December 10, 2018.

Sincerely,


Jeff Wylde, CPPB
Senior Buyer
(720) 913-8157

TO: City and County of Denver

I(we) hereby agree to renew the contract cited above for the additional period of time set forth at the same price(s), terms and conditions as in the original contract. I understand that this documentation is my confirmation of the MPO extension and I will keep a copy for my records.

Output Services, Inc.
Company Name

Date: 12/6/18

By: 

Title Director of IT + Client Services

cc: Main File



DENVER
THE MILE HIGH CITY

General Services
Purchasing Division
201 W. Colfax Avenue, Dept. 304
Denver, CO 80202
P: 720.913.8100
F: 720.913.8101
www.denvergov.org/purchasing

**REQUEST TO EXTEND CONTRACT AND INCREASE ALLOWABLE SPEND
AGAINST A MASTER PURCHASE ORDER**

Date: November 27, 2018

MPO#: SC-00001632

SUPPLIER: Output Services, Inc.

The current allowable spend amount on this MPO is \$490,000.00. The current expiration/renewal date is March 19, 2019, and there are no renewal options remaining. I request permission to extend the current expiration date to December 31, 2019 and increase the allowable spend to \$650,000.00.

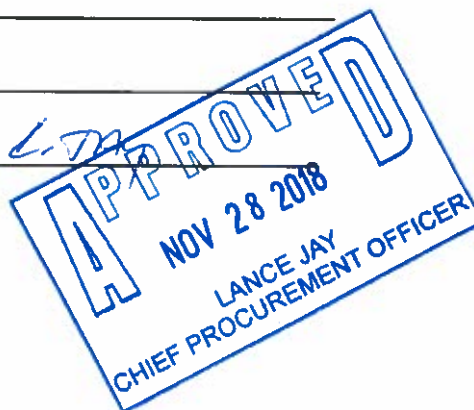
Reason: The new State DRIVES system for capturing DMV data is suffering some setbacks with system data interfaces. There are also some internal system interfaces that may no longer be part of our future printed notices (PocketGov); internal conversations need to happen between DMO, TS, and DMV to decide how to move forward with next gen card design. The alternative, State printing services provider (DPA/IDS) is also struggling to integrate with the DRIVES implementation. It seems prudent to extend our existing contract relationship with Output Services until the implementation stabilizes and we can develop the next gen printing specs / updated card design that meets the DRIVES requirements yet incorporates our design updates. Staying with a supplier that is familiar with our ongoing business needs makes sense at this juncture.

Buyer Signature: [Signature]


Supervisor Signature: [Signature]

Deputy Director Signature (if required): _____

Director Signature (if required): [Signature]



Master Purchase Order

DO NOT INVOICE TO THIS ADDRESS		 DENVER THE MILE HIGH CITY	Master Purchase Order No.		0721A0113
City & County of Denver			Date:	September 3, 2013	Revision No.
Purchasing Division			Payment Terms	Net 30	Ordinance (if applicable):
201 West Colfax Avenue, Dept. 304			Freight Terms	DESTINATION	
Denver, CO 80202			Ship Via	Vendor's choice	
United States			Buyer:	Melissa Bordwine	
Phone: 720-913-8100 Fax: 720-913-8101			Phone:	720-913-8114	

Vendor ID No.: 0000092050

Phone: 303-530-3403

Fax: 303-530-0694

Output Services, Inc.
6410 Odell Place
Boulder, CO 80301

Ship To: USPS

Bill To: Accounts Payable
201 West Colfax Department 908
Denver, Colorado
80202

Attn: Mike McDaniel, mike.mcdaniel@outputservices.com

1. Goods/Services:

Output Services, Inc., a Corporation in the State of Colorado, ("Vendor") shall provide the goods, and any services related thereto, identified and described on attached **Exhibit A**, to the City and County of Denver, a Colorado municipal corporation (the "City"), all in accordance with the terms and conditions of this Master Purchase Order.

2. Ordering:

The City shall purchase one or more of the goods/services by issuing a written purchase order(s) or similar appropriate written document ("Order"), each of which will be deemed incorporated into this Agreement for purposes of such Order only.

3. Pricing:

The pricing/rates for the goods/services is contained on **Exhibit A** and shall be held firm for the term of this Master Purchase Order.

4. Extension or Renewal:

The effective period of this Master Purchase Order shall be one (1) year from date of City signature. It is also a specific provision of this Master Purchase Order that the City and the vendor may mutually agree to renew and continue the contract or agreement consummated under this Master Purchase Order for additional periods of one year at the same prices, terms and conditions. However, no more than two (2) yearly extensions shall be made to the original Master Purchase Order.

5. Non-Exclusive:

This Master Purchase Order is non-exclusive. City does not guarantee any minimum purchase other than as provided herein.

6. Inspection and Acceptance:

City may inspect all goods/services prior to acceptance. Payment does not constitute acceptance. Vendor shall bear the cost of any inspection/testing that reveal goods/services that are defective or do not meet specifications. City's failure to accept or reject goods/services shall not relieve Vendor from its responsibility for such goods/services that are defective or do not meet specifications nor impose liability on City for such goods/services. If any part of the goods/services are not acceptable to City, City may, in addition to any other rights it may have at law or in equity: (1) make a warranty claim; (2) repair and/or replace the goods or substitute other services at Vendor's expense; or (3) reject and return the goods at Vendor's cost and/or reject the services at Vendor's expense for full credit. Any rejected goods/services are not to be replaced without written authorization from City, and any such replacement shall be on the same terms and conditions contained in this Master Purchase Order. Vendor shall perform all services in accordance with the standard of care exercised by highly competent vendors who perform like or similar services.

7. Shipping, Taxes and Other Credits and Charges:

All pricing is F.O.B. destination unless otherwise specified. Shipments must be marked with Vendor's name, the Master Purchase Order number, and contain a delivery or packing slip. Vendor shall not impose any charges for boxing, crating, parcel post, insurance, handling, freight, express or other similar charges or fees. Vendor shall notify City in writing of any price decreases immediately, and City shall receive the benefit thereof on all unshipped items. Vendor shall comply with any additional delivery terms specified herein. Vendor shall be responsible for the cleanup and reporting of any contamination (environmental or otherwise) or spillage resulting from the delivery and/or unloading of goods within twenty-four (24) hours of the contamination or spillage or sooner if required by law. Vendor shall procure all permits and licenses; pay all charges, taxes and fees; and give all notices necessary and incidental to the fulfillment of this Master Purchase Order and all cost thereof have been included in the prices contained herein. City shall not be liable for the payment of taxes, late charges or penalties of any nature, except as required by D.R.M.C. § 20-107, et seq. The price of all goods/services shall reflect all applicable tax exemptions. City's Federal Registration No. is 84-6000580 and its State Registration No. is 98-02890. Vendor shall pay all sales and use taxes levied by City on any tangible personal property built into the goods/services. Vendor shall obtain a Certificate of Exemption from the State of Colorado Department of Revenue prior to the purchase of any materials to be built into the goods/services and provide a copy of the Certificate to City prior to final payment.

8. Risk of Loss:

Vendor shall bear the risk of loss, injury or destruction of goods prior to delivery to City. Loss, injury or destruction shall not release Vendor from any obligation hereunder.

9. Invoice:

Each invoice shall include: (i) the Master Purchase Order number; (ii) individual itemization of the goods/services; (iii) per unit price, extended and totaled; (iv) quantity ordered, back ordered and shipped; (v) an invoice number and date; (vi) ordering department's name and "ship to" address; and (vii) agreed upon payment terms set forth herein.

10. Payment:

Payment shall be subject to City's Prompt Payment Ordinance D.R.M.C. § 20-107, et-seq. after City accepts the goods/services. Any other provision of this Agreement notwithstanding, in no event shall the City be liable for aggregate payments under this Master Purchase Order in excess of Three Hundred Thousand Dollars (\$300,000.00). The Vendor acknowledges that any goods/services provided beyond those specifically described in Exhibit A are performed at Contractor's risk and without authorization from the City. City's payment obligations hereunder, whether direct or contingent, shall extend only to funds appropriated by the Denver City Council for the purpose of this Master Purchase Order, encumbered by the City after receipt of Vendor's invoice and paid into the Treasury of City. Vendor acknowledges that: (i) City does not by this Master Purchase Order, irrevocably pledge present cash reserves for payments in future fiscal years; and (ii) this Master Purchase Order is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of City. City may setoff against any payments due to Vendor any claims and/or credits it may have against Vendor under this Master Purchase Order.

11. Amendments/Changes:

Only the Manager of General Services or his delegate is authorized to change or amend this Master Purchase Order by a formal written change order. Any change or amendment that would cause the aggregate payable under this Master Purchase Order to exceed the amount appropriated and encumbered for this Master Purchase Order is expressly prohibited and of no effect. Vendor shall verify that the amount appropriated and encumbered is sufficient to cover any increase in cost due to changes or amendments. Goods/services provided without such verification are provided at Vendor's risk. The Vendor has no authority to bind City on any contractual matters.

12. Warranty:

Vendor warrants and guarantees to City that all goods furnished under this Master Purchase Order are free from defects in workmanship and materials, are merchantable, and fit for the purposes for which they are to be used. For any goods furnished under this Master Purchase Order which become defective within twelve (12) months (unless otherwise specified) after date of receipt by City, Vendor shall either, at City's election and to City's satisfaction, remedy any and all defects or replace the defective goods at no expense to City within seven (7) days of receipt of the defective goods or accept the defective goods for full credit and payment of any return shipping charges. Vendor shall be fully responsible for any and all warranty work, regardless of third party warranty coverage. Vendor shall furnish additional or replacement parts at the same prices, conditions and specifications delineated herein.

13. Indemnification/Limitation of Liability:

Vendor shall indemnify and hold harmless City (including but not limited to its employees, elected and appointed officials, agents and representatives) against any and all losses (including without limitation, loss of use and costs of cover), liability, damage, claims, demands, actions and/or proceedings and all costs and expenses connected therewith (including without limitation attorneys' fees) that arise out of or relate to any claim of infringement of patent, trademark, copyright, trade secret or other intellectual property right related to this Master Purchase Order or that are caused by or the result of any act or omission of Vendor, its agents, suppliers, employees, or representatives. Vendor's obligation shall not apply to any liability or damages which result solely from the negligence of City. City shall not be liable for any consequential, incidental, indirect, special, reliance, or punitive damages or for any lost profits or revenues, regardless of the legal theory under which such liability is asserted. In no event shall City's aggregate liability exceed the agreed upon cost for those goods/services that have been accepted by City under this Master Purchase Order. Notwithstanding anything contained in this Master Purchase Order to the contrary, City in no way limits or waives the rights, immunities and protections provided by C.R.S. § 24-10-101, et seq.

14. Termination:

City may terminate this Master Purchase Order, in whole or in part, at any time and for any reason immediately upon written notice to Vendor. In the event of such a termination, City's sole liability shall be limited to payment of the amount due for the goods/services accepted by City. Vendor acknowledges the risks inherent in this termination for convenience and expressly accepts them. Termination by City shall not constitute a waiver of any claims City may have against Vendor.

15. Interference:

Vendor shall notify the Director of Purchasing immediately of any condition that may interfere with the performance of Vendor's obligations under this Master Purchase Order and confirm such notification in writing within twenty-four (24) hours. City's failure to respond to any such notice shall in no way act as a waiver of any rights or remedies City may possess.

16. Venue, Choice of Law and Disputes:

Venue for all legal actions shall lie in the District Court in and for City and County of Denver, State of Colorado, and shall be governed by the laws of the State of Colorado as well as the Charter and Revised Municipal Code, rules, regulations, Executive Orders, and fiscal rules of City. All disputes shall be resolved by administrative hearing, pursuant to the procedure established by D.R.M.C. § 56-106. Director of Purchasing shall render the final determination.

17. Assignment/No Third Party Beneficiary:

Vendor shall not assign or subcontract any of its rights or obligations under this Master Purchase Order without the written consent of City. In the event City permits an assignment or subcontract, Vendor shall continue to be liable under this Master Purchase Order and any permitted assignee or subcontractor shall be bound by the terms and conditions contained herein. This Master Purchase Order is intended solely for the benefit of City and Vendor with no third party beneficiaries

18. Notice:

Notices shall be made by Vendor to the Director of Purchasing and by City to Vendor at the addresses provided herein, in writing sent registered, return receipt requested.

19. Compliance With Laws:

Vendor shall observe and comply with all federal, state, county, city and other laws, codes, ordinances, rules, regulations and executive orders related to its performance under this Master Purchase Order. City may immediately terminate this Master Purchase Order, in whole or in part, if Vendor or an employee is convicted, plead nolo contendere, or admits culpability to a criminal offense of bribery, kickbacks, collusive bidding, bid-rigging, antitrust, fraud, undue influence, theft, racketeering, extortion or any offense of a similar nature.

20. Insurance:

Vendor shall secure, before delivery of any goods/services, the following insurance covering all operations, goods and services provided to City. Vendor shall keep the required insurance coverage in force at all times during the term of the Purchase Order, or any extension thereof, during any warranty period, and for three (3) years after termination of this Purchase Order. The required insurance shall be underwritten by an insurer licensed to do business in Colorado and rated by A.M. Best Company as "A-"VIII or better. Each policy shall contain a valid provision or endorsement requiring notification to the City in the event any of the required policies be canceled or non-renewed before the expiration date thereof. Such written notice shall be sent to the parties identified in the Notices section of this Agreement. Such notice shall reference the City contract number listed on the signature page of this Agreement. Said notice shall be sent thirty (30) days prior to such cancellation or non-renewal unless due to non-payment of premiums for which notice shall be sent ten (10) days prior. If such written notice is unavailable from the insurer, contractor shall provide written notice of cancellation, non-renewal and any reduction in coverage to the parties identified in the Notices section by certified mail, return receipt requested within three (3) business days of such notice by its insurer(s) and referencing the City's contract number. If any policy is in excess of a deductible or self-insured retention, City must be notified by Vendor. Vendor shall be responsible for the payment of any deductible or self-insured retention. The insurance coverages specified in this Purchase Order are the minimum requirements, and these requirements do not lessen or limit the liability of Vendor. Vendor shall provide a copy of this Purchase Order to its insurance agent or broker. Vendor may not commence services or work relating to the Purchase Order prior to placement of coverage. Contractor certifies that the attached certificate of insurance attached to the Purchase Order documents, preferably an ACORD certificate, complies with all insurance requirements of this Purchase Order. The City's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Purchase Order shall not act as a waiver of Vendor's breach of this Purchase Order or any of the City's rights or remedies under this Agreement. The City's Risk Management Office may require additional proof of insurance, including but not limited to policies and endorsements. Vendor's insurer shall name as Additional Insured to its Commercial General Liability and Business Auto Liability policies the City and County of Denver, its elected and appointed officials, employees and volunteers. Vendor's insurer shall waive subrogation rights against the City. All sub-contractors and sub-consultants (including independent contractors, suppliers or other entities providing goods/services required by this Purchase Order) shall be subject to all of the requirements herein and shall procure and maintain the same coverages required of Vendor. Vendor shall include all such entities as insureds under its policies or shall ensure that they all maintain the required coverages. Vendor shall provide proof of insurance for all such entities upon request by City. For Worker's Compensation Insurance, Vendor shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 for each bodily injury occurrence claim, \$100,000 for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims. Vendor expressly represents to City, as a material representation upon which City is relying, that none of the Vendor's officers or employees who may be eligible under any statute or law to reject Workers' Compensation Insurance shall effect such rejection during any part of the term of this Purchase Order, and that any such rejections previously effected, have been revoked. Vendor shall maintain Commercial General Liability coverage with limits of \$1,000,000 for each occurrence, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations aggregate, and \$2,000,000 policy aggregate. Vendor shall maintain Business Auto Liability coverage with limits of \$1,000,000 combined single limit applicable to all owned, hired and non-hired vehicles used in performing services under this Purchase Order. For Commercial General Liability coverage, the policy must provide the following: (i) That this Purchase Order is an Insured Contract under the policy; (ii) Defense costs in excess of policy limits; (iii) A severability of interests, separation of insureds or cross liability provision; and (iv) A provision that coverage is non-contributory with other coverage or self-insurance provided by City. For claims-made coverage, the retroactive date must be on or before the first date when any goods or services were provided to City. Vendor must advise the City in the event any general aggregate or other aggregate limits are reduced below the required per occurrence limits. At their own expense, and where such general aggregate or other aggregate limits have been reduced below the required per occurrence limit, the Contractor will procure such per occurrence limits and furnish a new certificate of insurance showing such coverage is in force.

21. Severability:

If any provision of this Master Purchase Order, except for the provisions requiring appropriation and encumbering of funds and limiting the total amount payable by City, is held to be invalid, illegal or unenforceable by a court of competent jurisdiction, the validity of the remaining portions or provisions shall not be affected if the intent of City and Vendor can be fulfilled.

22. Survival:

All terms and conditions of this Master Purchase Order which by their nature must survive termination/expiration shall so survive. Without limiting the foregoing, Vendor's insurance, warranty and indemnity obligations shall survive for the relevant warranty or statutes of limitation period plus the time necessary to fully resolve any claims, matters or actions begun within that period. Bonds shall survive as long as any warranty period.

23. No Construction Against Drafting Party:

No provision of this Master Purchase Order shall be construed against the drafter.

24. Status of Vendor/Ownership of Work Product:

Vendor is an independent contractor retained on a contractual basis to perform services for a limited period of time as described in Section 9.1.1E(x) of the Charter of City. Vendor and its employees are not employees or officers of City under Chapter 18 of the D.R.M.C. for any purpose whatsoever. All goods, deliverables, hardware, software, plans, drawings, reports, submittals and all other documents or things furnished to City by Vendor shall become and are the property of City, without restriction.

25. Records and Audits:

Vendor shall maintain for three (3) years after final payment hereunder, all pertinent books, documents, papers and records of Vendor involving transactions related to this Master Purchase Order, and City shall have the right to inspect and copy the same.

26. Remedies/Waiver:

No remedy specified herein shall limit any other rights and remedies of City at law or in equity. No waiver of any breach shall be construed as a waiver of any other breach.

27. No Discrimination in Employment:

Vendor shall not refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and Vendor shall insert the foregoing provision in any subcontracts hereunder.

28. Use, Possession or Sale of Alcohol or Drugs:

Vendor shall cooperate and comply with the provisions of Executive Order 94. Violation may result in City terminating this Master Purchase Order or barring Vendor from City facilities or from participating in City operations.

29. Conflict of Interest:

No employee of City shall have any personal or beneficial interest in the goods/services described in this Master Purchase Order; and Vendor shall not hire or contract for services any employee or officer of City which would be in violation of City's Code of Ethics, D.R.M.C. §2-51, et seq. or the Charter §§ 1.2.8, 1.2.9, and 1.2.12.

30. No Employment of Illegal Aliens to Perform Work Under The Agreement:

a. This Agreement is subject to Division 5 of Article IV of Chapter 20 of the Denver Revised Municipal Code, and any amendments (the "Certification Ordinance").

b. The Contractor certifies that:

- (1) At the time of its execution of this Agreement, it does not knowingly employ or contract with an illegal alien who will perform work under this Agreement.
- (2) It will participate in the E-Verify Program, as defined in § 8-17.5-101(3.7), C.R.S., to confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.

c. The Contractor also agrees and represents that:

- (1) It shall not knowingly employ or contract with an illegal alien to perform work under the Agreement.
- (2) It shall not enter into a contract with a subconsultant or subcontractor that fails to certify to the Contractor that it shall not knowingly employ or contract with an illegal alien to perform work under the Agreement.
- (3) It has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement, through participation in the E-Verify Program.
- (4) It is prohibited from using the E-Verify Program procedures to undertake pre-employment screening of job applicants while performing its obligations under the Agreement, and that otherwise requires the Contractor to comply with any and all federal requirements related to use of the E-Verify Program including, by way of example, all program requirements related to employee notification and preservation of employee rights.
- (5) If it obtains actual knowledge that a subconsultant or subcontractor performing work under the Agreement knowingly employs or contracts with an illegal alien, it will notify such subconsultant or subcontractor and the City within three (3) days. The Contractor will also then terminate such subconsultant or subcontractor if within three (3) days after such notice the subconsultant or subcontractor does not stop employing or contracting with the illegal alien, unless during such three-day

- period the subconsultant or subcontractor provides information to establish that the subconsultant or subcontractor has not knowingly employed or contracted with an illegal alien.
- (6) It will comply with any reasonable request made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S, or the City Auditor, under authority of D.R.M.C. 20-90.3.

d. The Contractor is liable for any violations as provided in the Certification Ordinance. If Contractor violates any provision of this section or the Certification Ordinance, the City may terminate this Agreement for a breach of the Agreement. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the City. Any such termination of a contract due to a violation of this section or the Certification Ordinance may also, at the discretion of the City, constitute grounds for disqualifying Contractor from submitting bids or proposals for future contracts with the City.

This Master Purchase Order is acknowledged and agreed to by:

Vendor Name: OUTPUT SERVICES, INC.
(Company Name)

By: R. A. Muth
(Authorized Signature)

Print Name: R. A. MUTH

Title: President

Date: 9/17/13

City & County of Denver, Purchasing Division

By: Melissa Bordwine

Print Name: Melissa Bordwine

Title: Senior Buyer

Date: 9-19-13

EXHIBIT "A"

Vendor: Output Services, Inc.
Title: DMV Annual Renewal Cards – Printing & Mailing Services
Master Purchase Order No.: 0721A0113

It is recommended that you use your Master Purchase Order No. – 0721A0113, in all future correspondence, billing, invoicing or other communications.

A.1 GENERAL SPECIFICATIONS – APPLIES TO ALL CARDS:

A.1.a VENDOR GENERAL SERVICE CAPABILITY REQUIREMENTS:

NOTE: ITEMS G, H AND I are for quality assurance. When scanning the different types of barcodes, there should be no more than 10 misreads of scanning resulting out of a batch of 1000 documents.

- a. Color printing with Reverse Side Color (duplex) Full 4 color (yellow, red, black & blue).
- b. Color based on 5% EA any color or combinations with total coverage not to exceed 20% on either side, 40% total.
- c. Cut, burst, and/or side trim State of Colorado provided 110# card stock (1 sheet 8.5" x 14" laser form / converts into 4 cards 3.5" x 5").
- d. Collating multiple items.
- e. Folding multiple items.
- f. Inserting multiple items into various envelope sizes. (See A.1.d below)
- g. 2D and Postnet Barcode printing AND Reading (Air Care & County Scan Line).
- h. Automated U.S.P.S. (MLOCR) Multi-Line Optical Character Read (name, address, city, state, zip code = 5 + 4 + 2 = 11 digit barcode).
- i. 3D Barcode read capability.
- j. To barcode envelope items (multi card mailer Item H above).
- k. Affix correct and accurate discount postage meter rates.
- l. U.S.P.S. co-mingling mail for 1 oz, 2 oz & auto letter rates.
- m. U.S.P.S. co-mingling mail for 3 oz to 13 oz discount flat rates.
- n. Mail all single item cards on the City and County of Denver's pre-paid postage permit at the lowest applicable rates.

A.1.b VENDOR TECHNICAL & SUPPORT CAPABILITY REQUIREMENTS:

- a. Ability to receive data via State of Colorado SECURE FTP ONLY or CD directly from the State of Colorado in the event the State site is unavailable.**
- b. U.S.P.S. Cass/Mass Certify & Address delivery verification.**
- c. Provide U.S.P.S. NCOA Service (National Change of Address).**
- d. Provide “on the fly” data changes including field and fonts; messaging and text inclusions or omissions with 10 day request for change. All pre-print proofs to be provided to City and County of Denver representative for review and approval to allow for timely mailing.**
- e. Cost analysis reporting showing the postage cost savings; based on minimum postcard vs. discount letter and flat size discounts. Additional statistical (hard copy reports with total count verification).**
- f. Provide U.S. Postal Service postage statements.**
- g. Postage meter posting report (U.S. Postal Service approved).**

A.1.c VENDOR MATERIAL SUPPLY REQUIREMENTS (to be provided by vendor – included in pricing):

- a. #6 3/4 white single window envelope**
- b. #75 white wove or yellow craft envelope.**
- c. 12 x 9 white wove or yellow craft envelope.**
- d. 15 x 12 endorsed Tyvek envelope or box for priority U.S.P.S. PRIORITY MAIL rates.**
- e. All envelopes must have mailing entities’ return address pre-printed on top left envelope corner (#a, #b, #c, #d). Labels are acceptable or pre-printed envelopes.**
- f. Item D must bear entities’ return address meeting U.S.P.S. requirements.**

- A.1.d Service Fees will be at a set rate for each 3 card “qwic” multi-pull, with a separate per item set rate for each additional card. “Qwic” multi-pull involves combining multiple cards going to the same address and mailing them together in an appropriate envelope.**
- A.1.e Postage will be at the lowest specified discount rates listed for automation postcards, automation letters and presort flats with a 100% qualified (lowest applicable rate)**
- A.1.f Metered Postage will be advanced by vendor and affixed by U.S. Postal Service postage meter. This rate will be listed as a separate line item on the same invoice for services with U.S. Postal Service approved accounting to be attached with invoice.**
- A.1.g Vendor to Vendor out-sourcing is strictly forbidden without the expressed consent of the City and County of Denver and/or the State of Colorado.**

- A.1.h No resale of names, addresses or accumulated data is allowed by State of Colorado confidentiality agreement. **Data is to be stored for a period of three (3) years as per the State of Colorado Motor Vehicle Division.**
- A.1.i No service fee increase will be allowed with the exception to U.S.P.S. postage increases. **Vendor will be responsible for maintaining postage meter increase (to be reimbursed in Item A.1.f above)**
- A.1.j **Postal increases are rates not attributed to the vendor fees and will be the City and County of Denver's responsibility.**
- A.1.k **Sorting/Documentation and/or other requirements to maintain Items C and D in Section A.1.a and Item C in Section A.1.c shall be the responsibility of the vendor and is included in the per item charges billed.**
- A.1.l **Any and all postal penalties imposed by the U.S.P.S. for non-compliance shall be the responsibility of the vendor.**

A.2 SPECIFICATIONS & REQUIREMENTS:

A.2.a CURRENT DMV RENEWAL CARDS:

- a. To print Colorado license plate expiration cards, 1 sheet = 8.5" x 14" (legal), converted end product = 4 – 3.5" x 5" U.S.P.S. postcards. **Single sheet laser print forms provided by the State of Colorado. These cards are NOT pre-printed. Vendor is responsible for all printing.**

The City reserves the right to change, add or delete language printed on the cards at any time.

- b. To receive & print variable data on a monthly basis for 1st class U.S.P.S. Permit mail (automation rates / postcards U.S.P.S. discount rates).
- c. To extract from data & combine multiple mailing units into single letter / flat size mail (automation letter / Presort Flats U.S.P.S. discount rates) – "Qwic pulls".
- d. To achieve maximum level of U.S.P.S. discounts 1st class, cards/letters/flats.
- e. To maintain maximum automation level delivery standards provided by the U.S.P.S.

A.2.b ALTERNATE DMV RENEWAL CARDS – DATA RETURN MAILER:

- a. To print Colorado license plate expiration cards, 1 sheet = 8-1/2" x 14" U.S.P.S. postcards. These are NOT provided by the State.
(Or Specifications to be determined with Output Services)
 - Ink – 2/2 or 3/3
 - Paper 28# pressure seal
 - Adhesive required for sealing
 - 1/2 inch transfer tape
 - 3 full width perfs
 - 2 partial width perfs
 - 2 full length perfs
 - 1 partial length perf

The City reserves the right to change, add or delete language printed on the cards at any time.

- b. To receive & print variable data on a monthly basis for 1st class U.S.P.S. Permit mail (automation rates / postcards U.S.P.S. discount rates).
- c. To extract from data & combine multiple mailing units into single letter / flat size mail (automation letter / Presort Flats U.S.P.S. discount rates) – “Qwic pulls”.
- d. To achieve maximum level of U.S.P.S. discounts 1st class, cards/letters/flats.
- e. To maintain maximum automation level delivery standards provided by the U.S.P.S.

A.3 ESTIMATED QUANTITIES:

Quantities listed are the City and County of Denver's best estimate and do not obligate the Buyer to order or accept more than City and County of Denver's actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds. It is expressly understood and agreed that the resulting contract is to supply the City with its complete actual requirement of the materials specified in this proposal for the contract period.

A.4 F.O.B. POINT:

All prices quoted at a firm price F.O.B., delivered to a United States Post Office.

A.5 DELIVERY CONSIDERATIONS:

Deliveries are to be made to the USPS as close to the 15th of each month as possible, or as determined by the City. Failure to do so may result in cancellation of the agreement.

A.6 COOPERATIVE PURCHASING:

The City and County of Denver encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions, pursuant to Denver Revised Municipal Code Sec. 20-64.5. To the extent other governmental jurisdictions are legally able to participate in cooperative purchasing endeavors, the City and County of Denver supports such cooperative activities. Further, it is a specific requirement of this proposal or Request for Proposal that pricing offered herein to the City and County of Denver may be offered by the vendor to any other governmental jurisdiction purchasing the same products.

The vendor(s) must deal directly with any governmental agency concerning the placement of purchase orders, freight charges for destinations outside of the Denver Metro area, contractual disputes, invoicing, and payment. The City and County of Denver shall not be liable for any costs, damages incurred by any other entity.

Description of the goods, and services related thereto, being purchased and pricing:

Item No.	Description	Estimated Qty.	Unit Price
1	Printing and Mailing of Annual Renewals for the Motor Vehicle Division – Service Fee (Using non-printed card stock provided by the State – Vendor shall be responsible for printing all text) Current Style	36,000 / month	\$0.05
2	Printing and Mailing of Annual Renewals for the Motor Vehicle Division - 2 Way Postcard Mailer, See specifications in Section B.3.b	Up to 15,000 during limited trial period / approx 36,000/mo during full trial period	\$0.18
3	Printing and Mailing of Annual Renewals for the Motor Vehicle Division - Data Return Mailer, See specifications in Section B.3.c	Up to 15,000 during limited trial period / approx 36,000/mo during full trial period	\$0.18
4	Service Fee – 3 card Multi-Pull	N/A	\$0.55
5	Service Fee – each additional card pull above 3 card Multi-Pull	N/A	\$0.075