



Legislation Text

File #: 19-0857, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 8-16-19

Requesting Agency: General Services
Division:

Subject Matter Expert Name: Joseph Furman
Email Address: Joseph.Furman@denvergov.org

Item Title & Description:

(Do not delete the following instructions)

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

A resolution approving a proposed Master Purchase Order between the City and County of Denver and K&H Printers-Lithographers, Inc. for the printing and mailing of all City and County of Denver election ballots and envelopes for up to and including five (5) years.

Approves a master purchase order with K&H Printers-Lithographers, Inc. for \$8,000,000 and through 12-31-22, with two additional mutually agreed upon one-year renewal options, for the printing and mailing of all inserts and ballots for all local, state, and national election cycles (SC-00004194). The last regularly scheduled Council meeting within the 30-day review period is on 10-7-19. The Committee approved filing this item at its meeting on 8-27-19.

Affected Council District(s) or citywide? Citywide

Contract Control Number: SC-00004194

Vendor/Contractor Name (including any "DBA"): K&H Lithographers, Inc.

Type and Scope of services to be performed:

This contractual agreement allows the City's Elections Division to have a designated Supplier for the printing and mailing of all City and County of Denver election ballots and envelopes for up to and including five (5) years. This Supplier was chosen through a competitive RFP process.

Location (if applicable):

WBE/MBE/DBE goals that were applied, if applicable (construction, design, Airport concession contracts):

Are WBE/MBE/DBE goals met (if applicable)?

Is the contract new/a renewal/extension or amendment?

Was this contractor selected by competitive process or sole source?

Competitive process

For New contracts

Term of initial contract: Through 12-31-22

Options for Renewal: up to two (2) additional mutually agreed upon annual renewals with a final contract date of 12/31/2024 being possible.

How many renewals (i.e. up to 2 renewals)?

Term of any renewals (i.e. 1 year each):

Cost of initial contract term: \$8,000,000.00

Cost of any renewals:

Total contract value council is approving if all renewals exercised:

For Amendments/Renewals Extensions:

Is this a change to cost/pricing; length of term; terms unrelated to time or price (List all that apply)?

If length changing

What was the length of the term of the original contract?

What is the length of the extension/renewal?

What is the revised total term of the contract?

If cost changing

What was the original value of the entire contract prior to this proposed change?

What is the value of the proposed change?

What is the new/revised total value including change?

If terms changing

Describe the change and the reason for it (i.e. compliance with state law, different way of doing business etc.)