Administration Building
West Hearing Room
5334 S. Prince St.
Littleton, CO 80120
303-795-4630
303-738-7915 TTY

Nancy A. Doty, District 1
Nancy Sharpe, Chair, District 2
Rod Bockenfeld, District 3
Nancy Jackson, Chair Pro-Tem, District 4
Bill Holen, District 5

Study Session

January 11. 2016

The Arapahoe County Board of County Commissioners typically holds weekly Study Sessions on Monday and Tuesday. Study Sessions (except for Executive Sessions) are open to the public and items for discussion are included on this agenda. Agendas (except for Executive Sessions agendas) are available through the Commissioners' Office or through the County's web site at www.arapahoegov.com. Please note that the Board may discuss any topic relevant to County business, whether or not the topic has been specifically noticed on this agenda. In particular, the Board typically schedules time each Monday under "Committee Updates" to discuss a wide range of topics. In addition, the Board may alter the times of the meetings throughout the day, or cancel or reschedule noticed meetings. Questions about this agenda? Contact the Commissioners' Office at 303-795-4630 or by e-mail at commissioners@arapahoegov.com

Study Session Topics

9:00 A.M. Calendar Updates (WHR)
Diana Maes
BoCC Administration Manager

9:30 A.M. Communication Services Update (WHR)
Andrea Rasizer, Director
Communications Services

10:30 A.M. BOCC Updates (WHR)
Board of County Commissioners

11:00 A.M. *CSU Extension Program Fees (WHR)
Request from the Community Resources Department for direction from the Board of County Commissioners on future administration of the CSU Extension Fund 91 account balance

Request: Information/Direction

Timothy Aston, CSU Extension Director
Darcy Kennedy, Administrative Services Division Manager, Community Resources
Don Klemme, Director, Community Resources
Todd Weaver, Budget Manager, Finance
Tiffanie Bleau, Senior Assistant County Attorney

Documents: CSU-EXT FUND 91 BSR FOR 1-11-16 SS 12-22-15DRK.DOC

Break

1:30 P.M. Administrative Meeting - Citizen Advisory Boards And Committees (WHR)
Discussion and review of citizen advisory boards and committees

Request: Information

Carol Dosmann, Executive Assistant, BoCC Administration
Diana Maes, BoCC Administration Manager
BoCC

2:00 P.M. Department Of Strategy And Performance Update (WHR)
Sarah Godlewski
Director, Department of Strategy and Performance

2:30 P.M. *Animal Sheltering 2016 Agreement (WHR)
Discussion of possible agreements for animal sheltering and related services for the 2016 calendar year

Request: Information/Direction

Caitlyn Cahill, Supervisor, Animal Control, Public Works and Development
Jan Yeckes, Planning Division Manager, Public Works and Development
David Schmit, Director, Public Works and Development

Documents: BSR ANIMAL SHELTERING AGREEMENT JAN 11 2016.PDF

3:00 P.M. * Drop In (WHR)
Board of County Commissioners

1. Source Office And Technology Contract Extension
   Request from Finance for a second extension of the Contract for office supplies for RFP-13-73, with Source Office and Technology

   Request: Information/Direction

   Keith Ashby, Purchasing Manager, Finance
   Janet Kennedy, Director, Finance
   John Christofferson, Deputy County Attorney

   Documents: 2016 EXTENSION INFORMATION FOR CIVIC PLUS_12-16-15_KEITH ASHBY - DROP IN.PDF

3:15 P.M. Administrative Meeting - Centennial Airport Authority (WHR)
Discussion of a potential lease with Centennial Airport Authority General Manager Robert Olislagers

Request: Information

Robert Olislagers, Centennial Airport Authority
BoCC

3:30 P.M. * Executive Session (WHR)
Executive Study Session and County Attorney Administrative Meeting [Section 24-6-402 (4)(b)C.R.S.](As required by law, specific agenda topics will be announced in open meeting prior to the commencement of the closed and confidential portion of this session) (WHR)

Ron Carl, County Attorney

Arapahoe County is committed to making its public meetings accessible to persons with disabilities. Assisted listening devices are available. Ask any staff member and we will provide one for you. If you need special accommodations, contact the Commissioners' Office at 303-795-4630 or 303-738-7915 TTY.
Please contact our office at least 3 days in advance to make arrangements.

Board Summary Report

Date: December 22, 2015

To: Board of County Commissioners

Through: Donald Klemme, Community Resources Director

From: Timothy Aston, CSU Extension Director & Darcy Kennedy, Administrative Services Division Manager

Subject: CSU Extension Program Fees in Treasurer's Fund 91

Direction/Information

The Community Resources Department is seeking direction from the BoCC on future administration of the CSU Extension Fund 91 account balance.

Request and Recommendation

The CSU-Extension Division has a balance in account 13357 in the Treasurer's fund 91. This account funds the programmatic aspects of Extension's work in the community. It is used primarily to purchase materials used in supporting and delivering its programs, from 4-H rocketry kits and STEM materials, to Master Gardener training materials, to food preservation training materials and home energy audit kits, just to name a few.

We recommend moving the CSU-Extension balance in Fund 91 into a unique CSU-Extension cost center and tracking all revenues and expenditures as we do for our other cost centers (General Fund 10 and Fair Fund 34). This will provide the appropriate financial oversight and internal controls needed for the proper administration and management of the Fund 91 CSU-Extension funds.

Background

The CSU-Extension Division collects client fees to cover the materials and services aspects of its programs. Examples can include fees charged to citizens for lawn and tree checks provided by the horticulture team, identification of weeds and insects, class fees to attend cottage food certification workshops provided by the family and consumer science team and so on. These fees are deposited in fund 91 into account 13357 and have been for 14+ years. Expenses are charged to this account to pay for programmatic enrichment purposes to include the purchase of unbudgeted equipment, supplies, travel, etc. The credit and the debit entries are tracked in more detail in an Excel spreadsheet by a Business Associate and the balance is reported annually to the CSU Finance department in Ft. Collins.

CSU Extension's Fund 91 has been administered by the Treasurer's office in fund 91 for 14 +years. Prior to that, this account had its own bank account and was managed using a checkbook and monthly statements. The Arapahoe County CSU-Extension office is not different from other Extension offices in Colorado in how the funds are currently being managed.

It is our opinion that using fund 91 to account for the fees deposited and program expenditures is not efficient and certainly not an appropriate mechanism to record the level of transactions that occur on a monthly basis. One account, 13357, is used to account for all revenues received as well as all expenditures, which provides no general ledger differentiation. There is no workflow via FV60 and MIR7 accounts payable transactions, which means that there is no workflow available in SAP to provide the proper financial oversight of these funds. Prior to December 2014, a "Payment Authorization" form was completed by a Business Associate in the CSU-Extension office and the form was approved by a CSU-Extension Director or delegated signer. The form was then given to the Treasurer's office. The Treasurer's office staff would process a check. There was no workflow, review or approval by the Administrative Services Division, which is not consistent with how every other accounts payable check is processed in our department via FV60 and MIR7 accounts payable transactions. There are several examples attached to this BSR of CSU-Extension "Payment Authorizations" that have been used through November 2014. In December 2014, the Administrative Services Division implemented a change in the accounts payable process in order to provide an increased level of financial oversight and internal controls. This change included having all fund 91 CSU-Extension payables initially paid out of the CSU-Extension general fund cost center 103020000, then parking journal entries to move the expenditures to fund 91. This is not an efficient way to handle the accounting of the expenditures, but has been a substitute until a permanent solution could be implemented. Darcy Kennedy and Tim Aston met with Lynn Obremski, Erik Burge and Tanya Lepler from the Finance Department on 2/12/15 in order to discuss the background of the CSU-Extension fund 91 balance and ask for assistance in an appropriate solution. Unfortunately, with staff turnover in the Finance Department progress on a permanent solution has been delayed.

The current balance is over $65,000 and the total revenue and expenditure figures and year end balances are listed in the following table.

	2015	2014	2013	2012	2011	Total
Revenue	$ 32,822.32	$ 41,132.37	$ 61,399.36	$ 36,804.10	$ 31,325.50	$ 203,483.65
Expenditure	$ 33,793.38	$ 33,980.80	$ 47,842.26	$ 37,828.50	$ 32,193.45	$ 185,638.39
	($971.06)	**$7,151.57**	**$13,557.10**	**($1,024.40)**	**($867.95)**	**$17,845.26**
Year End Balance	**$ 65,729.20**	**$ 66,700.26**	**$ 59,548.69**	**$ 45,991.59**	**$ 47,883.94**	

Links to Align Arapahoe

Moving the CSU-Extension Division's balance from Fund 91 to a unique CSU-Extension cost center, using proper accounting procedures already established by the Administrative Services Division, will demonstrate *Fiscal Responsibility* as the funds will have proper financial oversight, internal controls and will be in alignment with Department guidelines and Arapahoe County fiscal policies and procedures.

Discussion

Because Fund 91 has a year-end balance annually, as shown above, it resembles a grant-funded account and because the funds have been tracked using Microsoft Excel, it lacks the accounting structure and best practices associated with using a non-fund 91 fund cost center in SAP. We believe using a unique cost center in either fund 10 or fund 26 to properly account for the revenues and program expenditures will provide superior accounting controls and financial oversight, more efficient data entry and enhanced reporting functionality. We therefore request the BoCC to approve moving the balance of the CSU-

Extension fees from fund 91 to either fund 10 or fund 26 using a unique cost center to be identified with the CSU-Extension Division.

Alternatives

Alternatives include:

- Continue to allow the Treasurer's fund 91 account 13357 to hold the funds and continue to maintain Excel as a record-keeping vehicle. This is not in keeping with proper accounting practices and we do not recommend keeping the current status.
- Move the funds to CSU in Fort Collins so they could manage it for us. This may result in some loss of control and Arapahoe County would need to periodically audit the fund. We would prefer to continue to have 100% local control of the funds.

In that this is "county" money, i.e., fees collected from Arapahoe County Citizens that utilize the services of the CSU-Extension Division, our opinion is that the funds should be managed by properly using the county's SAP financial system using either fund 10 or fund 26 with a unique cost center to properly account for the revenues and program expenditures. We do not recommend keeping the funds in fund 91 or moving the funds to Colorado State University. Reporting and auditing would be more efficient and functional in a unique cost center and internal controls would be more effective if the funds were accounted for in fund 10 or 26. SAP internal order numbers will be established as well to provide increased financial reporting flexibility.

Fiscal Impact

Fiscal impact to Arapahoe County Government is not anticipated. The Administrative Services Division and the CSU-Extension Division will work with the Finance Department to establish a unique cost center for these funds.

Concurrence

CSU Extension, Arapahoe County Finance, IT and Community Resources Administration all support and are aware of this proposal.

Attorney Comments

If appropriate, include this section.

Reviewed By:

Although physical signatures are not required, the BSR must still be reviewed by all necessary departments prior to submitting. You MUST provide sufficient time for finance and county attorneys to review your document prior to being submitted. The names of the individuals that have approved must be listed below.

Staff Member
Division Manager
Department Director or Elected Official
Finance Department
County Attorney

Board Summary Report – Update

Date: December 30, 2015 **Meeting Date:** January 11, 2016

To: Board of County Commissioners

Through: David M. Schmit, Director of Public Works and Development

From: Caitlyn Cahill, Animal Control Supervisor
Jan Yeckes, Planning Division Manager

Subject: **Request for Direction to Approve an Inter-Governmental Agreement with the City of Aurora for Animal Control Sheltering and Related Services for the 2016 Calendar Year or to Approve an Alternate Proposal for Continued Sheltering with Humane Society of South Platte Valley**

Update: This item is a continuation of the discussion held December 14, 2015, related to a proposed Intergovernmental Agreement (IGA), at which time the Board gave direction to staff to obtain a proposal from the current provider of shelter services, Humane Society of South Platte Valley (HSSPV), and to bring back a comparison of the two proposals for further discussion.

The original staff recommendation and report related to the Aurora IGA proposal is attached as background to this Board Summary Report. The proposal from HSSPV is also attached. This Board Summary Report Update includes a comparison of key elements of the two proposals. Some elements of each are not relatable.

As noted in the earlier report, selection of sheltering services for the County has been handled through the bid waiver process for a number of years given the limited options for the services needed to support the Animal Control program. MOUs with governmental agencies are not subject to purchasing policies.

Request and Recommendation – Update to December 8, 2015, Board Summary Report

On December 14 (report dated December 8), Public Works and Development staff (Planning Division Manager and Animal Control Supervisor) requested that the Board of County Commissioners provide direction on staff's recommendation to enter into an Inter-Governmental Agreement (IGA) with City of Aurora Animal Shelter for sheltering, veterinary and cremation services for 2016, subject to approval of the IGA by the Aurora City Council (anticipated approval January 2016) and subject to final review by the County Attorney's Office prior to executing the agreement. The reasons for this recommendation were outlined in the December 8 report (attached).

While the Public Works and Development Director is authorized to sign Intergovernmental Agreements and other agreements for services related to functions of the department, the IGA represents a significant change from current Animal Control operations, creates a new service agreement with a City government and, if approved, will replace a contract previously approved by the BOCC for animal control sheltering services for 2015 and prior years. For these reasons, staff requested direction from the Board on this action.

Follow-up on December 14 Direction: At the December 14 study session, the BOCC conveyed concern voiced by the director of the Humane Society of South Platte Valley (HSSPV) that HSSPV had not had an opportunity to submit a proposal for 2016 sheltering services. The Board directed staff to work with the Purchasing Division of the Finance Department to issue an informal bid request to HSSPV and to schedule a follow-up study session for the BOCC to review a comparison between the two sheltering options.

On December 28, Purchasing received a proposal and bid from HSSPV for 2016 sheltering services. A comparison of this bid with the terms of the proposed IGA is attached for the Board's consideration along with the operational and customer service considerations presented on December 14. The HSSPV proposal includes an explanation of the governmental allocation model and changes proposed from prior year agreements with the County.

Background – Update

Background for the staff's request and recommendation to approve an IGA with the City of Aurora for sheltering and related services provided through the Aurora Animal Shelter were included in the attached Board Summary Report prepared for the December 14 study session. Work on the IGA was completed in follow-up to a BOCC study session on November 2 at which time staff requested and received direction to pursue this option.

At the time of the December report, the Aurora Animal Shelter Manager, City Manager and City Attorney's Office had finalized a draft IGA in cooperation with the Arapahoe County Attorney's Office and County Animal Control Supervisor. The draft IGA had been reviewed and recommended in committee and was scheduled to go to the City Council for a December 21 study session to determine whether the full Council would support scheduling the IGA for action.

On December 14, the BOCC directed staff to solicit a bid from HSSPV for consideration along with the recommended IGA. The City Attorney elected to move the previously scheduled Council discussion to January to provide the BOCC additional time to receive the HSSPV proposal and decide whether to further pursue the option of an IGA. If the decision on January 11 is to pursue the IGA, the City Attorney will reschedule the IGA for Council consideration and action.

Current Contract Extended through January 31, 2016; New Agreement to Start February 1, 2016

As the decision on a sheltering contract for 2016 was delayed until January, the current sheltering agreement has been extended through January 31, 2016, at a cost of $300 per animal sheltered with Humane Society of South Platte Valley (the same terms as the current HSSPV extension terminating December 31, 2015). Any new agreement approved with City of Aurora or HSSPV would begin February 1, 2016 and run through December 31, 2016. City of Aurora has indicated the $30,000 for a 12-month agreement can be prorated for the remaining 11 months for a cost of $27,500.

Comparison of Proposals

A comparison of the basic elements of the two proposals is attached to this Board Summary Report with respect to services provided and a base contract price. Other factors do not directly correlate, such as shelter location and cooperative arrangements between governmental programs. The HSSPV proposal also includes a governmental allocation model and changes from prior year agreements with the County.

Staff Recommendation – Updated from December 8, 2015

Staff recommends approval of the IGA with the City of Aurora, pending approval by the City Council and pending final review of any modifications to the IGA by the County Attorney's Office. This recommendation

is based on the operational and customer service opportunities outlined in the December 8, 2015 Board Summary Report.

Staff believes this is a unique opportunity to (1) improve operational efficiencies and build on the resources provided by two government agencies (much of Aurora is located within Arapahoe County), (2) improve record-keeping and accounting as both agencies use the Chameleon system, and (3) provide more centrally-located sheltering and medical care in closer proximity to eastern Arapahoe County than the current sheltering location, resulting in operational and customer service benefits. The Aurora shelter is located in Adams County, just south of I-70 and east of I-225 at Chambers Road (15750 East 32nd Ave, Aurora). HSSPV is located just west of Santa Fe Drive, north of Belleview (2129 W. Chenango Ave., Littleton).

City staff is supportive of this arrangement, has worked with the County Attorney's Office to draft an IGA, and is scheduled to take the proposal to the City Council for consideration if the Board of County Commissioners wishes to further pursue this option for 2016 sheltering and related services.

The Planning Division believes this may be a one-time opportunity to enter into an agreement with the City and see whether this is a good long-term working arrangement for both governmental entities. Although approval by the City Council is not a guaranteed outcome, the time invested to date by the City's shelter director, City attorney and committee review are positive indicators. It is unknown whether the City would be willing to reconsider this opportunity at a future time if the decision is to not move forward this year.

Alternatives for BOCC Action – Updated from December 8, 2015 Board Summary Report

Under Resolution 150211 of the Board of County Commissioners, the Public Works and Development Director was authorized to sign Intergovernmental Agreements and Memoranda of Understanding related to Public Works and Development projects and issues and to sign non-governmental agreements for services related to the work of the department. If the signature resolution for 2016 also includes this authorization, the Director may sign either agreement.

Alternatively, the BOCC may wish to place an agreement, either for the IGA or for a contract with HSSPV, on the consent agenda or general business agenda of a public meeting for Board approval.

1. <u>Direct the Public Works and Development Director to sign the IGA with City of Aurora for the remainder of the 2016 calendar year</u>, subject to approval of the IGA by the Aurora City Council and subject to final review by the County Attorney's Office prior to executing the agreement.
2. <u>Direct the Public Works and Development Director to sign the Agreement for Services with the Humane Society of South Platte Valley</u>. Staff further requests direction on whether to enter into a one-year agreement or a three-year agreement as proposed by HSSPV.
3. <u>Direct staff to place an agenda item on the next available Business Agenda or Consent Agenda for approval of the IGA with City of Aurora for the remainder of the 2016 calendar year</u>, subject to approval of the IGA by the Aurora City Council and subject to final review by the County Attorney's Office prior to executing the agreement:
    a. Resolution authorizing the PWD Director to sign the IGA; or
    b. Resolution authorizing the BOCC Chair to sign the IGA.
4. <u>Direct staff to place an agenda item on the next available Business Agenda for approval of an agreement with the Humane Society of South Platte Valley for sheltering services for the remainder of the 2016 calendar year (specify one-year or three-year agreement)</u>:
    a. Resolution authorizing the PWD Director to sign the agreement; or
    b. Resolution authorizing the BOCC Chair to sign the agreement.

Attachments

- Board Summary Report, dated December 8, 2015, for December 14 BOCC study session on IGA
- Comparison table for key base services and costs of Aurora IGA and HSSPV agreement proposals
- Email from Manager of Animal Services, City of Aurora, clarifying animal counts and pit bull protocol
- Proposal submitted by Humane Society of South Platte Valley (HSSPV) for 2016 services

Reviewed By

Caitlyn Cahill, Animal Control Supervisor
Jan Yeckes, Planning Division Manager
David M. Schmit, P.E., Director of Public Works and Development
Robert Hill, Senior Assistant County Attorney
Todd Weaver, Budget Manager, Finance Department
Keith Ashby, Purchasing Division Manager, Finance Department

Board Summary Report

Date: December 8, 2015

To: Board of County Commissioners

Through: David M. Schmit, Director of Public Works and Development

From: Caitlyn Cahill, Animal Control Supervisor
Jan Yeckes, Planning Division Manager

Subject: **Request for Direction to Approve an Inter-Governmental Agreement with the City of Aurora for Animal Control Sheltering and Related Services for the 2016 Calendar Year**

Request and Recommendation

Public Works and Development staff (Planning Division, Animal Control program) requests that the Board of County Commissioners provide direction on staff's recommendation to enter into an Inter-Governmental Agreement (IGA) with City of Aurora Animal Shelter for sheltering, veterinary and cremation services for 2016, subject to approval of the IGA by the Aurora City Council in January 2016, retroactive to January 1, 2016, and subject to final review by the County Attorney's Office prior to executing the agreement.

Under the signature resolution of the Board of County Commissioners for 2015, the Public Works and Development Director is authorized to sign IGA documents. As this IGA represents a significant change from current Animal Control operations and will replace a contract previously approved by the Board of County Commissioners for animal control sheltering services for 2015 and prior years, staff is requesting direction from the Board on this action.

Background

On November 2, 2015, at the request and recommendation of staff, the Board of County Commissioners provided direction to Public Works and Development/Animal Control to discuss and draft an IGA with the City of Aurora for sheltering, veterinary and cremation services for the 2016 business year for consideration by the Board of County Commissioners and the City Council.

This process was discussed between Public Works and Development staff and the Purchasing Division Manager of the Finance Department as a mechanism to replace the current sheltering arrangement and contract through a cooperative, intergovernmental arrangement that would improve efficiencies for both agencies and improve level of service for the County Animal Control operations as discussed in this report.

At the time of this report, the Aurora Animal Shelter Manager, City Manager and City Attorney's Office are working on an IGA in cooperation with the Arapahoe County Attorney's Office and County Animal Control Supervisor. The IGA will be going to the City Council for consideration in late December 2015 and early January 2016, effective retroactive to January 1, 2016, if approved.

Links to *Align Arapahoe*

Service First:

– The Aurora Animal Shelter is centrally located in Arapahoe County and will allow for easier access for eastern county residents (where a vast majority of animals are picked up);
– The shelter hours of operation are compatible with Arapahoe County Animal Control hours, and access will be provided for 24-hour drop-off by County Animal Control Officers;
– Aurora Animal Control and Arapahoe County would agree to assist each other, when needed, for large scale and emergency situations through staffing, equipment, and other operations.

Fiscal Responsibility:

– Location of the shelter is efficient for County operations, saving fuel and wear and tear on County vehicles used for animal control operations;
– Aurora Animal Shelter is offering a $30,000 agreement for the 2016 calendar year, and per-animal cost overruns that currently impact our budget are not expected under the terms of the draft agreement;
– Aurora and Arapahoe County Animal Control Officers would work closely together on an as-needed basis on large-scale cases and emergency response;
– The IGA provides an opportunity for efficiencies for both agencies by combining resources.

Discussion – Terms and Benefits of Agreement

The current three-year sheltering contract with Humane Society of South Platte Valley expires December 31, 2015. The Animal Control Supervisor and Planning Division Manager have been in discussion with the City of Aurora Animal Shelter Manager since July 2015 regarding the possibility of entering into an intergovernmental agreement for sheltering, veterinary and cremation services. Since November 2015, the Aurora Animal Shelter Manager, City Manager and City Attorney's Office have discussed the proposal and are drafting an IGA in cooperation with the County Attorney's Office to present to the BOCC and City Council.

Under the terms of the proposed IGA, Aurora Animal Shelter will provide all services that HSSPV currently provides and additional reporting capabilities through Chameleon – the data management system used by Aurora and Arapahoe County Animal Control programs. While the $30,000 annual cost for 2016 is based on an anticipated level of 150 animals per year, the agreement calls for review of cost of service only if the number of animals exceeds 220 and is not expected to result in a cost increase for the 2016 year based on actual numbers of impounded animals for the last four years. The shelter would retain all return-to-owner fees once pets are admitted to the shelter.

The proposed arrangement with City of Aurora provides opportunities for budget control and management in an area where costs throughout the year can be somewhat unpredictable, may improve the level of service to County citizens due to the more centralized location of the shelter and the veterinary care agreements the City has with Alameda Emergency Animal Hospital, and will house animals in a very well-run and professionally staffed shelter. County Animal Control Staff will have 24-hour-day access to the facility, and the Arapahoe County Sheriff's Deputies can access night-drop boxes if needed based on Animal Control emergency response time.

Additionally, the County's Animal Control staff will be able to pull reports directly from the Aurora Chameleon system (compatible with the County's Chameleon system) and receive monthly reports from Aurora Animal Shelter staff. Staff of both agencies will cooperate to determine the appropriate per-animal cost of care throughout 2016 to determine whether a continued arrangement for a one-to-three-year

agreement starting in 2017 would be beneficial to both agencies and to help establish an appropriate annual cost. If a determination is made to not continue into future years with the City of Aurora, this data will be helpful in moving forward with an RFP or bid waiver by establishing a foundation for such cost of care.

Public Works and Development has worked with the Purchasing Division of the Finance Department to ensure that appropriate procedures have been followed in relation to procurement of services.

Alternate Service Arrangements to IGA

The alternative to entering into an IGA with Aurora Animal Shelter would be to renegotiate with Humane Society of South Platte Valley (HSSPV) and renew the current contract or a modified contract. The current three-year contract with HSSPV requires a payment of $300 per animal once the established animal cap is exceeded; this has resulted in significant budget overruns in more than one budget year. These cost overruns were covered with funds from the Public Works and Development budget, but outside the Animal Control budget. As with the Aurora Animal Shelter proposal, HSSPV would also continue to collect all animal return-to-owner fees once the animal is in the shelter's possession.

Current and prior contracts with HSSPV were approved under a bid waiver as a comparable level of service was not available through other sources such that a Request for Proposals (RFP) could be issued. Prior to contracting with HSSPV, the County used an assemblage of private kenneling, veterinary and cremation services and contracts during the interim when the previous shelter was closed, also using a bid waiver process due to limited availability of services meeting County business needs. During this time, Public Works and Development also issued an RFP for out-sourcing animal control services to include sheltering and related services; only one bid was received, and that proposal was determined to not be cost-effective.

Fiscal Impact

The proposed IGA presents an opportunity to improve the efficiencies of operations and level of service through combined governmental resources. During the 2016 year, the manager of the Aurora Animal Shelter will meet with the Arapahoe County Animal Control Supervisor and discuss the actual costs associated with animals brought into the shelter. Determining an average per-animal cost will allow both agencies to budget more accurately for the 2017 year. If a determination is made to not continue into future years with the City of Aurora, this data will be helpful in moving forward with an RFP or bid waiver by establishing a foundation for such cost of care.

Alternatives for BOCC Action

1. <u>Provide direction to the Public Works and Development Director to sign the IGA</u>, subject to approval of the IGA by the Aurora City Council and subject to final review by the County Attorney's Office prior to executing the agreement.
2. <u>Provide direction to not approve the IGA</u>; in this case, Public Works and Development staff will work with the Purchasing Division of the Finance Department on an appropriate procedure to procure alternate sheltering and related services for the 2016 contract year.
3. <u>Provide direction to staff to schedule an additional study session with the Board in January 2016</u> to further consider information presented; in this case, Public Works and Development staff will need to determine whether the current sheltering agreement with HSSPV could be extended on a month-to-month basis in the interim.

Reviewed By
Caitlyn Cahill, Animal Control Supervisor
Jan Yeckes, Planning Division Manager
David M. Schmit, P.E., Director of Public Works and Development
Robert Hill, Senior Assistant County Attorney
Todd Weaver, Budget Manager, Finance Department
Keith Ashby, Purchasing Division Manager, Finance Department

COMPARISON OF PROPOSALS FOR ANIMAL CONTROL SHELTERING AND RELATED SERVICES 2016
Feeding and care of animals excluding large livestock, veterinary treatment as needed, immunizations if required, stray-holds, court holds, quarantine for bites, return to owner at shelter, adoption services, euthanasia if necessary, cremation, cost tracking and data reporting; may include arrangements with Denver Dumb Friends League or other organizations.

Proposed Parameters 2016	**AURORA IGA**	**HSSPV**
Term of Agreement	One year, to review third quarter of 2016 for possible three-year agreement beginning 2017	Three-year contract requirement per proposal (attached) – base price may change after 2016
Base annual cost 12-month* (pro-rated based on extension of current agreement to 1/31/16)	$30,000 (prorated to 11 months Feb 1-Dec 31, 2016 = $27,500)	$28,558 (states one year; current contract extended at $300 per animal through Jan 31, 2016)
Number of Animals used as basis for fee calculation	150	120
Cap on Animals 2016 within base fee*	220 (prorated 11 months to 201) to be used in evaluating fee for future-year contracts	220 – <u>clarification needed</u>: Appears billing would be at the base rate for 2016 and animals over 120 would be used to evaluate fee for second and third years of contract; or **
Cap on Animals with added fee**	N/A	<u>Clarification needed</u> as to whether the overage for 2016 animals above 120 would be added to 2017 contract at $237.98 per animal (essentially a true-up billing for 2016). States 2017 contract would then be a flat-rate billing (no true-up for overages based on adjusted cap)
Other cost factors	County and City Animal Control operations are separate, but provide opportunities for cooperative/mutual aid	Governmental Allocation Model per Quote submittal – see attached proposal
Animal limit per year impacted by animals brought in by citizens of unincorporated Arapahoe County	No	<u>Clarification needed</u>: explanation of allocation model discusses participation by government agencies for animals brought in by citizens in reducing cost per animal, but impact to overall costs not clear to reviewing staff
Cremation of deceased animals, either following euthanasia or brought in by Animal Control Officers	On-site crematory; no limit	Cremation Services contract; on-site freezer for pick-up *(staff note: if shelter freezer is full, animals are taken to County Road & Bridge for temporary freezer storage)*

Proposed Parameters 2016	AURORA IGA	HSSPV
Adoption Services	Included – citizen fee	Included – citizen fee
Return-to-Owner citizen fee retained by shelter	Yes	Yes
Veterinary Services cap	Yes - $350/animal	No – may use alternate sources of funding under 501(c)(3)
Location of veterinary services during business hours and emergency after-hours	Take animal to shelter – on-site vet during business hours; or emergency medical at Alameda Animal Hospital (Alameda near Havana, west of I-225)	Take animal to Redstone Veterinary (Santa Fe/Highlands Ranch) or after-hours to Animal ER (Broadway/County Line)
Staffing	Aurora Animal Services staffs front desk during business hours and shelter facility; access for Aurora and Arapahoe Animal Control Officers and police and deputies for 24-hr drop-off	HSSPV shelter staff; access for Arapahoe, Littleton and Englewood Animal Control Officers for 24-hr drop-off
Reporting	Chameleon reports can be pulled by County officers; City to provide additional reports monthly or on request	Reporting is through the Shelter Buddy web site with statistical reports provided by shelter staff quarterly or on request
Breed restrictions or other animal limitations	Accepts restricted breeds including pit bulls and Staffordshire terriers. Three Aurora Breed Evaluators on staff. Work with partners to place animals that are adoptable. See attached email from Manager of Animal Services. Can accept birds, reptiles and small livestock on site.	No breed restrictions; serves as one of the partners to Aurora Animal Shelter for placement of Aurora restricted breeds. See proposal discussion. Proposal does not state restrictions on birds, reptiles or small livestock. *(Staff note: Unable to accept large lizard-type reptiles when Officers picked those up after an eviction; shelter staff referred Officer to a retail establishment that would not hold the pets for possible return to owner)*
Facilities	Structured facility organization with "guillotine" kennels to allow cleaning without moving animals, separate quarantine areas, ability to separate domestic and feral cats, area for birds and reptiles	Indoor kennels require crating dogs or relocating to another kennel for cleaning, single cat room, in past has not been able to accommodate large lizard-type reptiles
Live-Release Rate	Staff stated 88.2%, increased 11% from 2014 – see email	Proposal states 95 to 97%

Jan Yeckes

From:	Shipman, Joneva "Jenee" <jshipman@auroragov.org>
Sent:	Tuesday, December 29, 2015 12:59 PM
To:	Jan Yeckes
Cc:	Caitlyn Cahill
Subject:	RE: 2016 sheltering

Hi Jan,

I have a call in to our attorney as well but wanted to make sure I got back to you with answers on a few of these questions. If a patron comes in to our shelter, regardless of what jurisdiction they come form we will take the animal in. We are an open admissions shelter and we would not turn anyone away. If a citizen brings us an animal from unincorporated Arapahoe we would not count that as an ACO impound. We would enter this into our system as a STRAY or OWNER SURRENDER depending on the situation. If one of your officers brings an animal in to our shelter that is an impound by an ACO and would count.

We do accept all breeds of animals including restricted breeds such as American Pit Bulls, American Staffordshire terriers and Staffordshire terrier. Our officers bring these in regularly. Once a dog becomes our property after the hold, we would look to see if a Breed Evaluation is needed. If so, we have teams of three certified Aurora Breed Evaluators to do a full breed evaluation. If the dog is determined to be restricted based on the main characteristics we would have two options for the dog. The first option is based on history, SAFER assessment and observed behavior in the shelter to call a transfer partner to take. Our transfer partners are all PACFA licensed and in good standing are generally members of MDAWA. We use Larimer Humane Society, Humane Society of Boulder Valley, Cheyenne Animal Shelter, Foothills, DFL and HSSPV along with Eagle County and Adams County. If the restricted breed after the holding period is determined to be aggressive, dangerous and not a safe transfer candidate we will humanely euthanize. If an owner comes in to claim the dog and we recommend a breed evaluation based on the residency in Aurora we would do so along with offering DNA to them at a cost. If they are reclaiming a restricted breed but reside outside of the city of Aurora we will send it home. If any animal is determined to have medical conditions that are not manageable or treatable and are suffering regardless of breed we will euthanize. I can pull our pit bull stats for you for your meeting.

There is a big misconception on what we have done here in the past with restricted breeds so I can only speak to the last 18 months since I have taken this role on.

I also wanted to include we have Live Release Rate of 88.2% Year to Date which is an 11% increase since 2014 based on our collaborative efforts with our fellow partners in animal welfare.

Let me know what else you need.

Jenee N. Shipman

Manager of Animal Services | City of Aurora

Office 303.326.8299 |

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ARAPAHOE COUNTY
COLORADO'S FIRST

ARAPAHOE COUNTY COLORADO
Dept: PWD / Animal Control
5334 South Prince Street
Littleton Colorado 80166-0001
(303) 795-4620 FAX (303) 738-7929

REQUEST FOR QUOTE			
Requestor		Company	
Name:	Keith Ashby	Name:	HSSPV / DDR Corp.
Phone #:	303-795-4435	Address:	7301 S. Santa Fe #550
Fax #:	303-795-4435	City/State:	Littleton, CO 80120
Email:	kashby@arapahoegov.com	Phone #	303-548-7232 / 303-794-0640
Address: 5334 S. Prince St.		Email:	director@hsspv.org / mmunoz@ddr.com
Littleton, CO 80120		Attn:	Leslie Maisonneuve / Margie Munoz
Return form No-Later-Than: 4:30PM on Tuesday, December 29, 2015			

Item	Quantity	Description / Scope of Work	Date required	Price
1		Cost of one (1) month extension of current contract	01/01/2016 – 01/31/2016	$300 per animal*
2		Total cost for 2016: one (1) year contract and cost to cover the following services:	02/01/2016 – 01/31/2017	$28,558*
		• Provide shelter and food to any animal, excluding large livestock, up to 220 animals during the 2016 calendar year		*
		• Additional cost per animal over 220, if applicable		*
		• Holding of animals that are under a quarantine, due to animal bite		*
		• Holding of animals relating to court cases		*
		• Veterinary services for all animals brought into the shelter, as needed basis		*
		• If there is a cap on the cost of veterinary services per animal, please specify what that cost is		*
		• Disposal of deceased animals		*
		• Tracking of costs associated with each animal brought into the shelter (including veterinary costs provided at a different location)		*

		• Additional Costs, if application (please provide a description and any additional costs)		*
				Please see attached*

Please respond to the following questions:

1) Would there be a cap on the cost of veterinary services per animal? If so, what is the cap?

There is no cap.

2) How is the disposal and cremation of deceased animals handled?

We use Pet Cremation Services, Inc.

3) What statistical reporting is available and how frequently can it be made available to Arapahoe County Animal Control? Please provide a sample of this statistical report.

We can provide staff with statistical reports whenever needed, upon request. Staff also has 24/7 access to the animal data base and reports via internet based Shelter Buddy.

We have provided detail and a summary report for the period 10/1/14-9/30/15. We would be willing to provide this information on a quarterly basis.

Quoted By (print name): Leslie Maisonneuve, Shelter Director	Date: 12/28/15
Signature: Leslie Maisonneuve	

Per Arapahoe County Department of Finance Purchasing Policies adopted on 6/26/05 with BoCC Resolution No. 050427 and with BoCC Resolution No. 080139 on 2/12/08 dollar amount amendment aggregate items in excess of $5,000 must be competitively solicited./

The Humane Society of the South Platte Valley, Inc. is a full service animal shelter for the community. We provide exceptional care to all animals that visit our shelter, and since we opened in 2009, we have maintained an extremely high Live Release Rate ranging between 95-97%. Because of the exceptional care that we provide to our animal guests, we have built a very devoted supporter base that shares our passion for helping lost and abandoned animals and giving every animal that comes into our shelter the best chance to be either returned to their family or find a new loving home. We enjoy working with our governmental partners, their citizens and animals to improve animal welfare in our community.

Over the past 3 years, we have worked closely with the cities of Littleton and Englewood to develop a mutually beneficial relationship and governmental allocation model. The model encourages the cities and shelter to work closely together to educate the community about responsible pet ownership, identification tags, microchipping, and spaying and neutering. All of these steps help in reducing the number of stray animals that visit the shelter, and in turn, the costs to the governments. In addition, both cities help us promote pet adoption. This helps our organization grow, in that we are able to help other animals that are in need, animals that do not come in as strays from the governments we work with. The governmental allocation model that has been developed takes this into consideration when we are calculating the charges to the governments. As the number of animals we serve, that come in from sources other than governmental contracts increases, the costs to the governments decrease.

How the governmental allocation model works – we'll briefly describe how we calculated the 2016 amount of $28,558 for Arapahoe County:

We began by projecting our 2016 expense budget that totaled $786K. Then we back out adoption related expenses $292K (spay/neuter, behavior, foster, volunteer, development, etc.). This leaves us the core expenses that we need just to operate an organization that would only house stray animals, and for the 2016 projections this amount is $495K.

The next step is to determine the number of animals coming in as strays from animal control and the public. For 2016, we used the actual number of stray animals coming in from 10/1/14-9/30/15. We then estimate how many animals will come in from other sources, not as strays. For the 2016 calculation, 778 animals came in as strays for the period listed above. We estimate that we will help 1300 animals outside of the government contracts during 2016. Using these numbers, we determine the amount of costs that should be allocated to governmental usage:

Source of Animals	# of Animals	$ Allocation
Strays	778	$185,149
Other	1300	$309,375
Total	2078	$494,524
Cost per animal		$237.98

Based on this calculation and actual usage by Arapahoe County, for the period 10/1/14-9/30/15 of 120 animals, we can calculate the 2016 fee of $28,558 (120*$237.98).

As evidenced by this model, there is definitely an opportunity for the costs to the governments to decrease as HSSPV grows, creating a mutually beneficial relationship! In addition, you are supporting your County's local tax-paying business.

We would be interested in entering into this type of relationship, moving forward, if Arapahoe County is interested in entering into a 3 year commitment to use HSSPV for its animal sheltering services. The current contract terms would still apply, except for the rate/period. We would also be willing to apply the $237.98 rate to overages for 2015 and for the entire 2016 calendar year (the total billed for 2016 would be $28,558 period). Should Arapahoe County's actual usage, during 2016, exceed 120 animals and reach a level of say 220 animals, that would be factored into the calculation for 2017's fee (when we look at actual usage for the period 10/1/15-9/30/16). In early October of 2016, we will look at this usage, our projected budget and projected number of animals from sources other than strays and calculate the fee for the 2017 calendar year using the allocation model discussed above. Once we determine the fee for 2017, that's the fee for 2017, period (in other words no true-up billings). Please note the County's historical animal usage has averaged 129 animals/year. We also noted in Aurora's proposal to their City Council Committee that they used 150 animals, not 220.

We are cognizant that using the Aurora shelter may be more convenient for your animal control officers and your citizens in the eastern portion of the county; however, there are other financial and animal welfare considerations that we are hopeful that your Commissioners will discuss when making a final decision on an organization to use for animal sheltering services:

- HSSPV does not have a breed ban. We see a high percentage of Pit Bulls and Pit Bull mixes that come in from the County – for the period of 10/1/14 -9/30/15, 16% of the dogs that came in were Pit Bulls or Pit Bull mixes. We have very passionate and vocal Pit Bull advocates in our community.
- As you can see from our calculation above, we would be charging you our costs for sheltering the animals from Arapahoe County, no mark up. In the Aurora proposal, they present that their costs to house an additional 150 animals would be approximately $10,000, however, their charge to the County would be $30,000, a $20,000 mark up.
- As discussed earlier, we have a very active and generous support group. They help us fund our exceptional medical programs for the animals. We have seen some pretty extreme and costly medical cases come in from Arapahoe County; recently we had a boxer come in that was suffering from tetanus. Prior to being off of stray hold, the vet bills were approximately $1000. We were able to reach out to our supporters and raise the substantial funds needed to save this dog's life. This is one of the reasons we have such a high Live Release Rate. Our community is extremely supportive of the work we do and saving lives. We hope the Commissioners will explore Aurora's support base and their Live Release Rate (which we were unable to determine from their website).

We hope the Commissioners will take into consideration the benefits of being associated with an organization, like HSSPV, that has a substantial support base in and around Arapahoe County and an outstanding reputation for care and placement of animals.

Agency Incoming Detail Report For Date: 10/1/2014 to 9/30/2015

Report Generated: **Monday, October 26, 2015 9:30:38 AM**

Region:
All

Dog received (total = 89)

Name	Animal ID	Received	Breed	Color	Sex	Altered	Age	Current Status	Source	Kennel
	20749	7-May-2015	Alaskan Malamute	Black	Unknown	Unknown		Reclaimed	Agency	
	22028	16-Sep-2015	American Bulldog	White	Female	Unknown		Reclaimed	Agency	
Kahuna	19080	30-Oct-2014	American Pit Bull	Brindle	Male	Yes	2 Years 5 Months 3 Weeks	Adopted Altered	Agency	
Calypso	19079	30-Oct-2014	American Pit Bull	Brindle	Female	Yes	2 Years 5 Months 3 Weeks	Adopted Altered	Agency	
Daisy	19045	28-Oct-2014	American Pit Bull	Grey	Female	Unknown		Euthanized	Agency	
Sparky	19039	27-Oct-2014	American Pit Bull	Blue Brindle	Male	Yes	1 Year 11 Months 3 Weeks	Adopted Altered	Agency	
Jackson	19332	29-Nov-2014	American Pit Bull	Black	Male	Yes	2 Years 10 Months 2 Weeks	Adopted Altered	Agency	
	19369	3-Dec-2014	American Pit Bull	Brown Brindle	Female	Unknown		Reclaimed	Agency	
Bane	19966	9-Feb-2015	American Pit Bull	Black	Male	Unknown		Reclaimed	Agency	
Iris	19967	9-Feb-2015	American Pit Bull	Brindle	Female	Unknown		Reclaimed	Agency	
Buddha	20514	13-Apr-2015	American Pit Bull / American Staffordshire Terrier	Slate	Male	No		Euthanized	Agency	
Ruby	21260	6-Jul-2015	American Pit Bull	White	Female	Yes	6 Years 3 Months 2 Weeks (approx)	Reclaimed	Agency	
Mullins	21980	10-Sep-2015	American Pit Bull	Black	Male	Yes	1 Year 1 Month 1 Week	Adopted Altered	Agency	
Krispy Kreme	20243	15-Mar-2015	American Staffordshire Terrier	Blue Brindle	Male	Yes	6 Years 7 Months 1 Week	Adopted Altered	Agency	
Luke	20508	12-Apr-2015	American Staffordshire Terrier	Slate	Male	No		Euthanized	Agency	
Sky	20509	12-Apr-2015	American Staffordshire Terrier	Slate	Female	No		Euthanized	Agency	
Adikas	21396	20-Jul-2015	American Staffordshire Terrier	Slate Merle	Male	No	1 Year 3 Months (approx)	Reclaimed	Agency	
Zodiak	19754	18-Jan-2015	Australian Cattledog	Red Merle	Male	Yes	2 Years 9 Months	Adopted	Agency	
Ruby	19755	18-Jan-2015	Australian Cattledog	Red Merle	Female	Yes	4 Years 9 Months	Adopted	Agency	
	19788	20-Jan-2015	Australian Cattledog	White	Male	No	8 Years 9 Months (approx)	Reclaimed	Agency	
Decaf	19893	2-Feb-2015	Australian Cattledog	Red	Male	Yes	7 Years 8 Months 3 Weeks	Adopted Altered	Agency	
Tillie	20793	12-May-2015	Australian Cattledog	White	Female	Yes	3 Years 5 Months 1 Week	Adopted Altered	Agency	
Maizy	18876	4-Oct-2014	Australian Shepherd	Swiss Tri Color	Female	Yes	4 Years 2 Weeks	Adopted	Agency	
Brumby	20794	12-May-2015	Australian Shepherd / Border Collie	White	Male	Yes	2 Years 5 Months 1 Week	Adopted Altered	Agency	
	19787	20-Jan-2015	Basenji / Terrier, Rat	Tan	Female	No	12 Years 9 Months (approx)	Reclaimed	Agency	
	18966	15-Oct-2014	Basset Hound	Tri Color	Male	Unknown		Reclaimed	Agency	
Malaki	18891	7-Oct-2014	Beagle	Tri Color	Male	Yes	9 Years 1 Week	Adopted	Agency	
Jax	19153	7-Nov-2014	Bernese Mountain Dog / German Shepherd	Brown	Male	Yes	3 Years 11 Months 2 Weeks	Adopted	Agency	
	20255	16-Mar-2015	Border Collie / Siberian Husky	Black	Male	Unknown		Reclaimed	Agency	

Bernice	20885	25-May-2015	Border Collie	Black	Female	Yes	1 Year 5 Months	Adopted	Agency	
	21318	14-Jul-2015	Border Collie	Black	Male	Unknown		Reclaimed	Agency	
	19448	12-Dec-2014	Boxer	Brindle	Male	Yes		Reclaimed	Agency	
	19517	18-Dec-2014	Boxer	Fawn	Male	No	1 Year 10 Months 1 Week (approx)	Reclaimed	Agency	
Nubbins	21502	29-Jul-2015	Boxer	Fawn	Male	Yes	1 Year 2 Months	Adopted	Agency	
Tootsie	20269	18-Mar-2015	British Bulldog	White	Female	No	5 Years 7 Months 1 Week (approx)	Reclaimed	Agency	
Cash	19151	7-Nov-2014	Bull Terrier	Fawn	Male	Yes		Agency Transfer Out	Agency	
Truck	20874	22-May-2015	Bull Terrier / Australian Cattledog	Blue Brindle	Male	Yes	4 Years 5 Months	Adopted Altered	Agency	
	21981	10-Sep-2015	Bull Terrier, Miniature	Tri Color	Male	Unknown		Reclaimed	Agency	
Willow	19462	15-Dec-2014	Chihuahua	White	Female	yes	1 Year 10 Months 1 Week	Adopted Altered	Agency	
Jasmine	19973	10-Feb-2015	Chihuahua	Blonde	Female	Yes	3 Years 8 Months 2 Weeks	Adopted Altered	Agency	
Rocky	19974	10-Feb-2015	Chihuahua	Tan	Male	Yes	5 Years 8 Months 2 Weeks	Adopted Offsite	Agency	
Koa	21398	20-Jul-2015	Chihuahua	Black	Male	No	8 Years 3 Months (approx)	Reclaimed	Agency	
Daisy	21397	20-Jul-2015	Dachshund / Australian Terrier	Red	Female	Yes	4 Years 3 Months (approx)	Reclaimed	Agency	
Gavin	18980	17-Oct-2014	German Shepherd	Black	Male	Yes	6 Years	Adopted Altered	Agency	
	20151	5-Mar-2015	German Shepherd	White	Male	Unknown		Reclaimed	Agency	
	20152	5-Mar-2015	German Shepherd	White	Male	Unknown		Reclaimed	Agency	
	20153	5-Mar-2015	German Shepherd	Tan	Female	Unknown		Reclaimed	Agency	
Mazie	20500	10-Apr-2015	German Shepherd	Chocolate	Female	Yes	1 Year 6 Months 1 Week	Adopted Altered	Agency	
Butterfly	20955	2-Jun-2015	German Shepherd	Sable	Female	Yes	2 Years 4 Months 2 Weeks	Adopted Altered	Agency	
Charlie	21289	10-Jul-2015	German Shepherd	Sable	Female	Unknown		Reclaimed	Agency	
Cooper	21290	10-Jul-2015	German Shepherd	Brown	Male	Unknown		Reclaimed	Agency	
Jade	22141	27-Sep-2015	German Shepherd	Tan	Female	Yes	3 Years 3 Weeks (approx)	Reclaimed	Agency	
Neptune	21014	8-Jun-2015	Great Dane	Brindle	Male	Yes	1 Year 4 Months 2 Weeks	Adopted Altered	Agency	
Missy	19561	29-Dec-2014	Hound / Chesapeake Bay Retriever	Brown	Female	Yes	2 Years 9 Months 3 Weeks	Adopted Altered	Agency	
Skip	18961	15-Oct-2014	Jack Russell Terrier	White	Male	Yes	2 Years 1 Week	Adopted	Agency	
Anastasia	18997	20-Oct-2014	Japanese Chin	White	Female	Yes	11 Years	Adopted	Agency	
	20169	9-Mar-2015	Labrador Retriever	Black	Male	Yes		Reclaimed	Agency	
	20428	3-Apr-2015	Labrador Retriever	Yellow	Male	Unknown		Reclaimed	Agency	
	20879	23-May-2015	Labrador Retriever	Chocolate	Male	Yes		Reclaimed	Agency	
Koda	21961	9-Sep-2015	Labrador Retriever / Hound	Tan	Male	Yes	3 Years 1 Month 2 Weeks	Adopted Altered	Agency	
Kiki	22073	21-Sep-2015	Labrador Retriever / Pointer	White	Female	Yes	1 Year 7 Months	Adopted Altered	Agency	
Muppet	21514	30-Jul-2015	Maltese / Poodle Miniature	White	Male	Yes	2 Years 2 Months 3 Weeks	Adopted Altered	Agency	
	21148	22-Jun-2015	Mini Pinscher	Black	Male	Unknown		Reclaimed	Agency	
Ziggy	20343	26-Mar-2015	Parsons Jack Russell Terrier	White	Male	Yes	4 Years 7 Months	Adopted Altered	Agency	
Luna	19088	1-Nov-2014	Pit Bull	Slate	Female	Yes	2 Years 5 Months 3 Weeks	Adopted	Agency	
Gracee	21808	27-Aug-2015	Pit Bull / American Bulldog	Charcoal	Female	Yes	2 Years 1 Month 4 Weeks	Adopted Altered	Agency	

	19157	7-Nov-2014	Pointer / Labrador Retriever	Brown	Male	Unknown		Reclaimed	Agency	
Dottie	21986	12-Sep-2015	Pointer	White	Female	Yes	6 Years 1 Month 1 Week (approx)	Reclaimed	Agency	
Adora Belle	19972	10-Feb-2015	Pomeranian / Chihuahua	Tan	Female	Yes	2 Years 8 Months 2 Weeks	Adopted Altered	Agency	
Admiral Fluffington	21132	20-Jun-2015	Pomeranian	Black	Male	Yes	7 Years 3 Months 4 Weeks	Adopted Altered	Agency	
Professor Dandie Doo	21793	26-Aug-2015	Poodle Miniature / Dandie Dinmont Terrier	Cream	Male	Yes	3 Years 1 Month 4 Weeks	Adopted Altered	Agency	
	20815	16-May-2015	Portuguese Water Dog	Black	Unknown	Unknown		Reclaimed	Agency	
Jugg-Head	19331	29-Nov-2014	Rottweiler / German Shepherd	Black	Male	Yes	1 Year 10 Months 3 Weeks (approx)	Reclaimed	Agency	
Prism	19433	10-Dec-2014	Rottweiler	Black	Female	Yes	3 Years 10 Months 1 Week	Adopted Altered	Agency	
Boss	19905	4-Feb-2015	Saint Bernard	Tri Color	Male	Yes	3 Years 8 Months 2 Weeks	Adopted Altered	Agency	
Ligo	19906	4-Feb-2015	Saint Bernard	Fawn	Male	Yes	3 Years 8 Months 2 Weeks	Adopted Altered	Agency	
	19463	15-Dec-2014	Schnauzer	Brown	Female	Unknown		Reclaimed	Agency	
Charles	21349	15-Jul-2015	Schnauzer, Standard	Black	Male	Yes	3 Years 3 Months 1 Week	Adopted	Agency	
Star	20706	4-May-2015	Shepherd	Tan	Female	Yes	1 Year 5 Months 3 Weeks	Adopted	Agency	
	21078	15-Jun-2015	Shepherd	Brown	Male	Unknown		Reclaimed	Agency	
	22058	17-Sep-2015	Shiba Inu	Tan	Male	Unknown		Reclaimed	Agency	
johny	21891	4-Sep-2015	Shih Tzu / Maltese	Black	Male	Yes	4 Years 1 Month 2 Weeks	Adopted	Agency	
Nina	19003	21-Oct-2014	Siberian Husky	Black	Female	Unknown		Reclaimed	Agency	
Ohama	19004	21-Oct-2014	Siberian Husky	White	Female	Unknown		Reclaimed	Agency	
	19199	12-Nov-2014	Siberian Husky	White	Female	Unknown	1 Year 11 Months 1 Week (approx)	Reclaimed	Agency	
	21380	17-Jul-2015	Siberian Husky	White	Female	Unknown		Reclaimed	Agency	
Aspen	21583	5-Aug-2015	Siberian Husky	White	Female	yes	4 Years 2 Months 2 Weeks (approx)	Reclaimed	Agency	
Makita	21896	6-Sep-2015	Siberian Husky	Black	Male	Yes	6 Years 1 Month 2 Weeks	Adopted Offsite	Agency	
	20300	23-Mar-2015	West Highland White Terrier / Petit Basset Griffon Vendeen	Cream	Female	Yes	8 Years 7 Months (approx)	Reclaimed	Agency	

Puppy received (total = 18)

Name	Animal ID	Received	Breed	Color	Sex	Altered	Age	Current Status	Source	Kennel
Kip	19405	8-Dec-2014	Australian Cattledog	Tri Color	Male	Yes	1 Year 2 Months 2 Weeks	Adopted Altered	Agency	
Dorothy	21079	15-Jun-2015	Dandie Dinmont Terrier	Tan	Female	Yes	1 Year 2 Months 1 Week	Adopted Altered	Agency	
Darla	21080	15-Jun-2015	Dandie Dinmont Terrier	Blonde	Female	Yes	1 Year 2 Months 1 Week	Adopted Offsite(Altered)	Agency	
Dolores	21081	15-Jun-2015	Dandie Dinmont Terrier	Salt and Pepper	Female	Yes	1 Year 2 Months 1 Week	Adopted Altered	Agency	
Ivy	20155	5-Mar-2015	Labrador / Australian Cattledog	Black	Female	Yes	1 Year 5 Months 2 Weeks	Adopted Altered	Agency	
Aura	19521	20-Dec-2014	Mastiff / Boxer	Fawn	Female	Yes	1 Year 6 Months	Adopted Altered	Agency	
Maddie	19786	20-Jan-2015	Terrier, Rat	Tri Color	Female	Yes	1 Year 1 Month	Adopted Offsite(Altered)	Agency	
Rudy	20801	12-May-2015	Australian Cattledog / Australian Shepherd	White	Male	Yes	6 Months 1 Week	Adopted Altered	Agency	

Mojo	20802	12-May-2015	Australian Cattledog / Australian Shepherd	White	Female	Yes	6 Months 1 Week	Adopted Altered	Agency	
Petey	20795	12-May-2015	Australian Cattledog / Australian Shepherd	White	Male	Yes	6 Months 1 Week	Adopted Altered	Agency	
	20796	12-May-2015	Australian Cattledog / Australian Shepherd	White	Male	No	4 Weeks (approx)	Euthanized by Offsite Vet	Agency	
Panda	20797	12-May-2015	Australian Cattledog / Australian Shepherd	White	Male	Yes	6 Months 1 Week	Adopted Altered	Agency	
Angus	20798	12-May-2015	Australian Cattledog / Australian Shepherd	Red	Male	Yes	6 Months 1 Week	Adopted Altered	Agency	
Boog	20799	12-May-2015	Australian Cattledog / Australian Shepherd	White	Male	Yes	6 Months 1 Week	Adopted Altered	Agency	
Abby	20800	12-May-2015	Australian Cattledog / Australian Shepherd	White	Female	Yes	6 Months 1 Week	Adopted Altered	Agency	
	20154	5-Mar-2015	German Shepherd	White	Female	Unknown		Reclaimed	Agency	
Precious	22074	21-Sep-2015	Labrador / Hound	Black	Female	Yes	8 Months	Adopted Altered	Agency	
Charlie	20716	4-May-2015	Shepherd / Labrador	Chocolate	Male	yes	9 Months 2 Weeks	Adopted Altered	Agency	

Cat received (total = 11)

Name	Animal ID	Received	Breed	Color	Sex	Altered	Age	Current Status	Source	Kennel
	19221	13-Nov-2014	Domestic Medium Hair	White	Unknown	Unknown		Reclaimed	Agency	
Ianto	19968	10-Feb-2015	Domestic Medium Hair	Buff	Female	Yes	2 Years 8 Months 2 Weeks	Adopted Offsite	Agency	
	21399	20-Jul-2015	Domestic Medium Hair	Brown Tabby	Unknown	Unknown		Reclaimed	Agency	
	21679	15-Aug-2015	Domestic Medium Hair	Orange Tabby	Male	Yes	6 Years 2 Months 1 Week (approx)	Reclaimed	Agency	
Apache	19886	2-Feb-2015	Domestic Short Hair	Brown Tabby	Male	Yes	2 Years 8 Months 3 Weeks	Adopted Offsite(Altered)	Agency	
Elvis	19969	10-Feb-2015	Domestic Short Hair	White	Male	Yes	5 Years 8 Months 2 Weeks	Adopted Offsite	Agency	
Jack	19970	10-Feb-2015	Domestic Short Hair	Black	Male	Yes		Adopted	Agency	
Pampa	19971	10-Feb-2015	Domestic Short Hair	Blue	Male	Yes	4 Years 8 Months 2 Weeks	Adopted	Agency	
Leopold	20445	7-Apr-2015	Domestic Short Hair	Chocolate Tabby	Male	Yes	1 Year 6 Months 2 Weeks	Adopted Altered	Agency	
	21628	11-Aug-2015	Domestic Short Hair	Black	Female	Yes	8 Years 2 Months 1 Week (approx)	Reclaimed	Agency	
Vivienne	20446	7-Apr-2015	Siamese	Seal Point	Female	Yes	1 Year 6 Months 2 Weeks	Adopted	Agency	

Bird (wildlife) received (total = 1)

Name	Animal ID	Received	Breed	Color	Sex	Altered	Age	Current Status	Source	Kennel
Tweetie	21406	20-Jul-2015	Parakeet (other)	Blue	Male	No	Adult	Transfer Out	Agency	

Goat received (total = 1)

Name	Animal ID	Received	Breed	Color	Sex	Altered	Age	Current Status	Source	Kennel
Gina	18981	17-Oct-2014	Other	Brown	Female	Unknown		Adopted	Agency	

Board Summary Report

Date: December 30, 2015

To: Board of County Commissioners

Through: Janet Kennedy, Finance Director

From: Keith Ashby, Purchasing Manager

Subject: Request BoCC to Authorize the Chair to Sign County Office Supply 2016 Contract Extension

Request and Recommendation
The BoCC is being requested to authorize the Chair to sign the 2016 contract extension with Source Office & Technology. This is the second extension of this contract.

Background
Arapahoe County issued a Request for Proposal, RFP-13-73 in August 2013 to select an office supply vendor for the County. The solicitation closed in September 2013 and was evaluated by employees from the following areas: Fleet Management, Open Spaces, Clerk & Recorder's Office Human Resources, Finance Department, and the Assessor's Office. We had four companies provide proposals for evaluation by the County on the following weighted criteria; Contract Pricing, Quality and Reliability of Services Offered, Prior Experience in Performing Services for other Entities the Same Size and Scope as Arapahoe County, Quality and Viability of Invoicing, Payment Options and Reports, and the Ability to Support the County's Office Supply Needs. Through the solicitation process, the evaluation committee chose to award to Source Office & Technology, located in Golden, Co.

Links to Align Arapahoe
This request aligns to the County's goal of Fiscal Responsibility and in particular the Responsible Use of Taxpayer Dollars.

Discussion
Source Office & Technology has been in business since 1990 and posts approximately $32 million in annual revenues. Their national office is located in Golden, Co. and employs approximately 100 employees. The dedicated service team assigned to Arapahoe County has over 25 years of combined experience. Source Office & Technology provides service to customers like, Jefferson County Government, Douglas County Government, Douglas County School District, Kroenke Sports Enterprises/ Pepsi Center, Janus Funds Guaranty Bank and Trust, Denver Housing Authority, City and County of Denver, and Children Hospital.

Source Office & Technology has an online ordering system, much like EON Office Supply, and they provide training on their system. In addition, Source Office & Technology offers the following benefits;

an Account Management Team with over 25 years of industry experience, no shipping, handling, deliver, or minimum order charges, next day delivery.

Alternatives
The alternatives would be to reissue the solicitation for Office Supplies.

Fiscal Impact
There would be no additional fiscal impact to the County, because Offices / Department are currently budgeting for this service.

Reviewed By:

Keith Ashby, Purchasing Manager
Janet Kennedy, Finance Director
John Christofferson, County Attorney

FI PU145490 A02

Arapahoe County
Colorado's First

Department of Finance
Purchasing Division

5334 South Prince Street
Littleton, Colorado 80166-0001
Phone: 303-795-4430
Fax: 303-738-7929
www.co.arapahoe.co.us

JANET J. KENNEDY
Director

November 17, 2015

Source Office and Technology
Attn: Mr. Mick Walter
13350 West 43rd Drive
Golden, CO 80403

SUBJ: EXTENSION OF THE AGREEMENT FOR OFFICE SUPPLIES
SOLICITATION #RFP-13-73

Arapahoe County and Source Office and Technology entered into an agreement for Office Supplies on: January 1, 2014. The parties may mutually agree upon an annual extension of this agreement pursuant to the provisions as set forth in the original Agreement for Services.

Source Office and Technology hereby agrees the attached document outlines the updated pricing structure and all parties mutually agree upon an annual extension of this agreement pursuant to the provisions set forth in the solicitation.

Staff has determined that it is to the best interest of the County to extend this agreement from January 1, 2016 through December 31, 2016.

By signing below, both parties agree to the extension of this Agreement for Services.

CONTRACTOR: Source Office + Technology

By: _____
(signature)

Title: Executive Vice President

Signed this 20th day of November, 2015

State of Colorado

County of: Jefferson

Subscribed and sworn to before me this 20th day of November, 2015

By: Sam Winfrey.

My commission expires: 5/15/2017

Laura Bradley
Notary Public

SEAL

LAURA C. BRADLEY
NOTARY PUBLIC
STATE OF COLORADO
Notary ID 20014015259
My Commission Expires 05/15/2017

ATTEST: Clerk to the Board

_____

Date: _____

ARAPAHOE COUNTY

By: _____
Chair, Board of County Commissioners
(Or representative authorized by resolution)

Date: _____

ARAPAHOE COUNTY

SOURCE OFFICE & TECHNOLOGY

PROPOSED CONTRACT PRICING CHANGES EFFECTIVE JANUARY 1, 2016

Pricing Increased					
Pricing Decreased					
Product Number	**Description**	**UOM**	**List Price**	**Current Contract Price**	**Proposed Price Change**
AAGGG2500-00	PAD,DESK,2COLOR,MO,22X17,BK	EA	$13.69	$1.46	
AAGSW200-00	PAD,DESK,MO,22X17,BEGY	EA	$17.99	$1.97	
ACC17021	COVER,PRSBRD,2.75CC,BK	EA	$6.04	$0.70	$0.50
BAU68824	REEL,F/ID CARD,BK	EA	$2.99	$0.45	
BICGSM609-BK	PEN,BALL,STICK,60CT,BK	BX	$12.85	$1.31	
BICGSMG11-BE	PEN,BALLPT,GRIP,MED,BE	DZ	$4.44	$0.51	
BICGSMG11-BK	PEN,BALLPT,GRIP,MED,BK	DZ	$4.44	$0.51	
BSN09983	BINDER,VUE,3-RNG,1.5``-WE	EA	$13.76	$0.57	
BSN16451	NOTES,ADHES,3X3,NEON	PK	$19.60	$1.01	
BSN16472	TAPE,MASK,.5"X60YD,TN	RL	$2.26	$0.16	
BSN16500	NOTES,ADHES,1.5"X2",PASTEL	PK	$9.06	$0.32	
BSN28442	BINDER,D-RING,2IN,WE	EA	$13.42	$0.91	
BSN32952	TAPE,INVISIBLE,3/4"X1296,CL	RL	$2.54	$0.19	
BSN32953	TAPE,INVISIBLE,3/4"X1000,CL	PK	$27.42	$1.73	
BSN36550	CLIP,BINDER,SM,12EA,BK	DZ	$1.82	$0.06	
BSN36551	CLIP,BINDER,MED,12EA,BK	DZ	$3.84	$0.15	$0.11
BSN36691	INDEX,RNGBNK,8TAB,11X8.5,CL	ST	$1.82	$0.14	
BSN37501	PEN,BPOINT,STK,MED,BK,DZ	DZ	$3.85	$0.24	
BSN37502	PEN,BPOINT,STK,FN,BE,DZ	DZ	$3.85	$0.24	
BSN37503	PEN,BPOINT,STK,FN,BK,DZ	DZ	$3.85	$0.24	
BSN65364	CLIP,BINDER,MINI,12EA	DZ	$1.82	$0.06	
BSN65637	CLIPBOARD,9X12.5,BN	EA	$2.99	$0.29	$0.21
BSN65649	STPLS,CHISELPT,STD,5M/BX,SR	BX	$3.67	$0.16	
BSN65650	REMOVER,STAPLE,BN	EA	$4.90	$0.08	
CCS23617	PAD,MOUSE,ECONOMY,BK	EA	$5.99	$0.39	
CLI70238	HOLDER,BUSNCRD,ADHES,CL	PK	$4.81	$0.71	
DBL220306	COVER,RPRT,DRACLP,30CAP,BE	EA	$2.20	$0.33	
DRI351B-1	PEN,DETECTOR,COUNTERFEIT	EA	$5.50	$0.67	
DUCCS-55-6PK	TAPE,CTN SEAL,48MMX50M,6PK	PK	$31.90	$3.90	
DYM30252	LABEL,ADD,HICAP,WE,350EA2RL	BX	$28.76	$4.56	
ESS11035	SHELF,FILE,LAM,LTR,11PT	BX	$41.07	$6.50	
ESS25093	BOOK,NOTE,PKT,3X5,RECY	EA	$1.92	$0.24	$0.29
GJO56100	SUGAR,3/20OZ	PK	$11.85	$1.45	
HAM10501-5	PAPER,CPYPLS,8.5X14,WE,92BR	RM	$34.60	$4.34	
HOD12440	CALENDAR,DESKPAD,ECOTONE,BE	EA	$14.58	$2.23	
ITA30004	HIGHLIGHTER,DESKCHISEL,FLY	DZ	$11.40	$1.03	
ITA30016	MARKER,PERM,FINE,BLK	DZ	$12.99	$0.82	
ITA30980	PENCIL,GOLF,YEL,144 PK	BX	$30.35	$1.19	$1.42

ARAPAHOE COUNTY

SOURCE OFFICE & TECHNOLOGY

PROPOSED CONTRACT PRICING CHANGES EFFECTIVE JANUARY 1, 2016

Product Number	Description	UOM	List Price	Current Contract Price	Proposed Price Change
ITA33322	HIGHLIGHTER,DESKCHISEL,FLOE	DZ	$11.40	$1.01	
ITA60232	TAPE,CORRECT,1/5X33`,SIDE	EA	$3.60	$0.12	
ITKKOR80CBR	RBN,PRNT,NYL,"C" WIND,BK/RD	EA	$4.49	$0.27	
MMF28704	PEN,REPLACEMENT,BK	EA	$2.75	$0.33	
MMF28904	PEN,COUNTER,SECURITY,BK	EA	$4.95	$0.61	
MMM635-5AN	POST-IT,RULED,3X5,AST	PK	$16.40	$2.30	
MMM686-PGO	POST-IT,INDEX,DUR,MI	PK	$9.35	$1.31	
MMM686-RYB	POSTIT,INDEX,DUR,TABS	PK	$9.35	$1.31	
NATSP17206	FLDR,CLASS,PSBD,2DIV,LTR,RD	BX	$72.34	$5.66	$7.22
NATSP17207	FLDR,CLASS,PSBD,2DIV,LTR,DB	BX	$72.34	$5.66	
NATSP17209	FLDR,CLASS,PSBD,2DIV,LTR,YW	BX	$72.34	$4.86	
PAP660415	CORR,FILM,DRYLINE,GRIP1PK	EA	$4.65	$0.63	$0.40
PAP87813	TAPE,CORRECTION,GRIP,FASH,2	PK	$8.82	$1.20	
PENBL77-B	PEN,ENRGLRTX,.7MM,RD,UPC	EA	$3.49	$0.42	
PENBLN77-A	PEN,ENRGLRTX,.7MM,BK,UPC	EA	$3.49	$0.42	
PENBLN77-B	PEN,ENRGLRTX,.7MM,RD,UPC	EA	$3.49	$0.42	
PENBLN77-C	PEN,ENRGLRTX,.7MM,BE,UPC	EA	$3.49	$0.42	
PGC87611BX	TISSUE,FACIAL,PUFFS	BX	$4.35	$0.48	
PIL31256	PEN,GEL,RETRAC,G2,1.0MM	DZ	$26.40	$3.57	
QUA46065	ENV,W/ADHESIVE,MOISTENER	EA	$3.37	$0.40	
RED36-746	BOOK,STENO,GREGG,6X9	EA	$3.55	$0.25	
RTG31000	TAB,WRITE-ON,PLAIN,WE,104	PK	$2.95	$0.44	
SAM18957	BINDER,VIEW,BIODGRD,1.5",WE	EA	$7.62	$0.77	
SAN32001	MARKER,PERM,SHARPIEX,BK	EA	$2.74	$0.34	
SAN61231	PEN,ROLLBALL,VSNELT,UNI,BK	EA	$3.64	$0.47	
SAN69024	PEN,RB,VSN,UNI,8MM,BE	EA	$3.64	$0.47	
SPR02160	WASTEBASKET,RECT,28 QT,BK	EA	$8.39	$1.00	
SPR11797	OPENER,LETTER,ASST	EA	$2.27	$0.13	
SPR19259	FLAG,1",YELLOW,SELFSTICK	PK	$6.28	$0.57	$0.42
SPR19260	FLAG,1",RED,SELFSTICK	PK	$6.28	$0.57	$0.42
SPR19262	FLAG,1",GREEN,SELFSTICK	PK	$6.28	$0.57	$0.42
SPR26959	BINDER,NONSTCK,DRNG,2"-WE	EA	$17.28	$0.78	$1.94
SPR62465	BINDER,VUE,SLNT,DLX,1.5"-WE	EA	$14.71	$0.88	$1.01
SPR95008	FLDR,6PART,LGL,MLA	BX	$135.56	$9.08	
SPRSP17211	FLDR,LTR,W/FAST1&3,STRT,MLA	BX	$48.85	$5.88	
SPRSP17267	FLDR,LTR,W/FAST1&3,1/3,BE	BX	$51.10	$6.46	
SRC11200	COPY PAPER,LTR,WE,20#,92BRT	CT	$170.70	$28.48	$28.90
SRC12222	PAPER,COPY,RECYCLED,LTR,20#,92BRT,30%PC	CT	$209.75	$28.48	$28.90
TOM62202	REFILL,ADHESIVE,PERM	EA	$3.99	$0.53	
TOP25093	BOOK,NOTE,PKT,3X5,RECY	EA	$2.38	$0.24	$0.29

ARAPAHOE COUNTY

SOURCE OFFICE & TECHNOLOGY

PROPOSED CONTRACT PRICING CHANGES EFFECTIVE JANUARY 1, 2016

Product Number	Description	UOM	List Price	Current Contract Price	Proposed Price Change
UNV15510	GRIP RETRACTABLE BP PEN, 1.0MM	DZ	$22.25	$1.20	$0.70
UNV15521	GRIP RETRACTABLE BP PEN, 1.0MM	DZ	$22.25	$1.20	
UNV72210	PAPER CLIPS, SM	PK	$5.57	$0.31	
UNV72220	JUMBO PAPER CLIPS, .045,SMOOTH	PK	$13.94	$0.95	
UNV95224	BOXES W/LID, WHITE, 12 X 10 X	CT	$62.84	$6.22	
XER3R11540	PAPER,EXPRS,CLR,DGTL,8.5X11	RM	$24.62	$11.05	$9.95

Arapahoe County
Colorado's First

Department of Finance
Purchasing Division

5334 South Prince Street
Littleton, Colorado 80166-0001
Phone: 303-795-4430
Fax: 303-738-7929
www.co.arapahoe.co.us

JANET J. KENNEDY
Director

November 17, 2015

Source Office and Technology
Attn: Mr. Mick Walter
13350 West 43rd Drive
Golden, CO 80403

SUBJ: EXTENSION OF THE AGREEMENT FOR OFFICE SUPPLIES
SOLICITATION #RFP-13-73

Arapahoe County and Source Office and Technology entered into an agreement for Office Supplies on: January 1, 2014. The parties may mutually agree upon an annual extension of this agreement pursuant to the provisions as set forth in the original Agreement for Services.

Source Office and Technology hereby agrees the attached document outlines the updated pricing structure and all parties mutually agree upon an annual extension of this agreement pursuant to the provisions set forth in the solicitation.

Staff has determined that it is to the best interest of the County to extend this agreement from January 1, 2016 through December 31, 2016.

By signing below, both parties agree to the extension of this Agreement for Services.

CONTRACTOR: Source Office + Technology

By: _____
(signature)

Title: Executive Vice President

Signed this 20th day of November, 2015

State of Colorado

County of: Jefferson

Subscribed and sworn to before me this 20th day of November, 2015

By: Sam Wimfrey.

My commission expires: 5/15/2017

Laura Bradley
Notary Public

SEAL

LAURA C. BRADLEY
NOTARY PUBLIC
STATE OF COLORADO
Notary ID 20014015259
My Commission Expires 05/15/2017

ATTEST: Clerk to the Board

_____

Date: _____

ARAPAHOE COUNTY

By: _____
Chair, Board of County Commissioners
(Or representative authorized by resolution)

Date: _____

ARAPAHOE COUNTY

SOURCE OFFICE & TECHNOLOGY

PROPOSED CONTRACT PRICING CHANGES EFFECTIVE JANUARY 1, 2016

Pricing Increased					
Pricing Decreased					
Product Number	Description	UOM	List Price	Current Contract Price	Proposed Price Change
AAGGG2500-00	PAD,DESK,2COLOR,MO,22X17,BK	EA	$13.69	$1.46	
AAGSW200-00	PAD,DESK,MO,22X17,BEGY	EA	$17.99	$1.97	
ACC17021	COVER,PRSBRD,2.75CC,BK	EA	$6.04	$0.70	$0.50
BAU68824	REEL,F/ID CARD,BK	EA	$2.99	$0.45	
BICGSM609-BK	PEN,BALL,STICK,60CT,BK	BX	$12.85	$1.31	
BICGSMG11-BE	PEN,BALLPT,GRIP,MED,BE	DZ	$4.44	$0.51	
BICGSMG11-BK	PEN,BALLPT,GRIP,MED,BK	DZ	$4.44	$0.51	
BSN09983	BINDER,VUE,3-RNG,1.5``-WE	EA	$13.76	$0.57	
BSN16451	NOTES,ADHES,3X3,NEON	PK	$19.60	$1.01	
BSN16472	TAPE,MASK,.5"X60YD,TN	RL	$2.26	$0.16	
BSN16500	NOTES,ADHES,1.5"X2",PASTEL	PK	$9.06	$0.32	
BSN28442	BINDER,D-RING,2IN,WE	EA	$13.42	$0.91	
BSN32952	TAPE,INVISIBLE,3/4"X1296,CL	RL	$2.54	$0.19	
BSN32953	TAPE,INVISIBLE,3/4"X1000,CL	PK	$27.42	$1.73	
BSN36550	CLIP,BINDER,SM,12EA,BK	DZ	$1.82	$0.06	
BSN36551	CLIP,BINDER,MED,12EA,BK	DZ	$3.84	$0.15	$0.11
BSN36691	INDEX,RNGBNK,8TAB,11X8.5,CL	ST	$1.82	$0.14	
BSN37501	PEN,BPOINT,STK,MED,BK,DZ	DZ	$3.85	$0.24	
BSN37502	PEN,BPOINT,STK,FN,BE,DZ	DZ	$3.85	$0.24	
BSN37503	PEN,BPOINT,STK,FN,BK,DZ	DZ	$3.85	$0.24	
BSN65364	CLIP,BINDER,MINI,12EA	DZ	$1.82	$0.06	
BSN65637	CLIPBOARD,9X12.5,BN	EA	$2.99	$0.29	$0.21
BSN65649	STPLS,CHISELPT,STD,5M/BX,SR	BX	$3.67	$0.16	
BSN65650	REMOVER,STAPLE,BN	EA	$4.90	$0.08	
CCS23617	PAD,MOUSE,ECONOMY,BK	EA	$5.99	$0.39	
CLI70238	HOLDER,BUSNCRD,ADHES,CL	PK	$4.81	$0.71	
DBL220306	COVER,RPRT,DRACLP,30CAP,BE	EA	$2.20	$0.33	
DRI351B-1	PEN,DETECTOR,COUNTERFEIT	EA	$5.50	$0.67	
DUCCS-55-6PK	TAPE,CTN SEAL,48MMX50M,6PK	PK	$31.90	$3.90	
DYM30252	LABEL,ADD,HICAP,WE,350EA2RL	BX	$28.76	$4.56	
ESS11035	SHELF,FILE,LAM,LTR,11PT	BX	$41.07	$6.50	
ESS25093	BOOK,NOTE,PKT,3X5,RECY	EA	$1.92	$0.24	$0.29
GJO56100	SUGAR,3/20OZ	PK	$11.85	$1.45	
HAM10501-5	PAPER,CPYPLS,8.5X14,WE,92BR	RM	$34.60	$4.34	
HOD12440	CALENDAR,DESKPAD,ECOTONE,BE	EA	$14.58	$2.23	
ITA30004	HIGHLIGHTER,DESKCHISEL,FLY	DZ	$11.40	$1.03	
ITA30016	MARKER,PERM,FINE,BLK	DZ	$12.99	$0.82	
ITA30980	PENCIL,GOLF,YEL,144 PK	BX	$30.35	$1.19	$1.42

ARAPAHOE COUNTY
SOURCE OFFICE & TECHNOLOGY
PROPOSED CONTRACT PRICING CHANGES EFFECTIVE JANUARY 1, 2016

Product Number	Description	UOM	List Price	Current Contract Price	Proposed Price Change
ITA33322	HIGHLIGHTER,DESKCHISEL,FLOE	DZ	$11.40	$1.01	
ITA60232	TAPE,CORRECT,1/5X33`,SIDE	EA	$3.60	$0.12	
ITKKOR80CBR	RBN,PRNT,NYL,"C" WIND,BK/RD	EA	$4.49	$0.27	
MMF28704	PEN,REPLACEMENT,BK	EA	$2.75	$0.33	
MMF28904	PEN,COUNTER,SECURITY,BK	EA	$4.95	$0.61	
MMM635-5AN	POST-IT,RULED,3X5,AST	PK	$16.40	$2.30	
MMM686-PGO	POST-IT,INDEX,DUR,MI	PK	$9.35	$1.31	
MMM686-RYB	POSTIT,INDEX,DUR,TABS	PK	$9.35	$1.31	
NATSP17206	FLDR,CLASS,PSBD,2DIV,LTR,RD	BX	$72.34	$5.66	$7.22
NATSP17207	FLDR,CLASS,PSBD,2DIV,LTR,DB	BX	$72.34	$5.66	
NATSP17209	FLDR,CLASS,PSBD,2DIV,LTR,YW	BX	$72.34	$4.86	
PAP660415	CORR,FILM,DRYLINE,GRIP1PK	EA	$4.65	$0.63	$0.40
PAP87813	TAPE,CORRECTION,GRIP,FASH,2	PK	$8.82	$1.20	
PENBL77-B	PEN,ENRGLRTX,.7MM,RD,UPC	EA	$3.49	$0.42	
PENBLN77-A	PEN,ENRGLRTX,.7MM,BK,UPC	EA	$3.49	$0.42	
PENBLN77-B	PEN,ENRGLRTX,.7MM,RD,UPC	EA	$3.49	$0.42	
PENBLN77-C	PEN,ENRGLRTX,.7MM,BE,UPC	EA	$3.49	$0.42	
PGC87611BX	TISSUE,FACIAL,PUFFS	BX	$4.35	$0.48	
PIL31256	PEN,GEL,RETRAC,G2,1.0MM	DZ	$26.40	$3.57	
QUA46065	ENV,W/ADHESIVE,MOISTENER	EA	$3.37	$0.40	
RED36-746	BOOK,STENO,GREGG,6X9	EA	$3.55	$0.25	
RTG31000	TAB,WRITE-ON,PLAIN,WE,104	PK	$2.95	$0.44	
SAM18957	BINDER,VIEW,BIODGRD,1.5",WE	EA	$7.62	$0.77	
SAN32001	MARKER,PERM,SHARPIEX,BK	EA	$2.74	$0.34	
SAN61231	PEN,ROLLBALL,VSNELT,UNI,BK	EA	$3.64	$0.47	
SAN69024	PEN,RB,VSN,UNI,8MM,BE	EA	$3.64	$0.47	
SPR02160	WASTEBASKET,RECT,28 QT,BK	EA	$8.39	$1.00	
SPR11797	OPENER,LETTER,ASST	EA	$2.27	$0.13	
SPR19259	FLAG,1",YELLOW,SELFSTICK	PK	$6.28	$0.57	$0.42
SPR19260	FLAG,1",RED,SELFSTICK	PK	$6.28	$0.57	$0.42
SPR19262	FLAG,1",GREEN,SELFSTICK	PK	$6.28	$0.57	$0.42
SPR26959	BINDER,NONSTCK,DRNG,2"-WE	EA	$17.28	$0.78	$1.94
SPR62465	BINDER,VUE,SLNT,DLX,1.5"-WE	EA	$14.71	$0.88	$1.01
SPR95008	FLDR,6PART,LGL,MLA	BX	$135.56	$9.08	
SPRSP17211	FLDR,LTR,W/FAST1&3,STRT,MLA	BX	$48.85	$5.88	
SPRSP17267	FLDR,LTR,W/FAST1&3,1/3,BE	BX	$51.10	$6.46	
SRC11200	COPY PAPER,LTR,WE,20#,92BRT	CT	$170.70	$28.48	$28.90
SRC12222	PAPER,COPY,RECYCLED,LTR,20#,92BRT,30%PC	CT	$209.75	$28.48	$28.90
TOM62202	REFILL,ADHESIVE,PERM	EA	$3.99	$0.53	
TOP25093	BOOK,NOTE,PKT,3X5,RECY	EA	$2.38	$0.24	$0.29

ARAPAHOE COUNTY

SOURCE OFFICE & TECHNOLOGY

PROPOSED CONTRACT PRICING CHANGES EFFECTIVE JANUARY 1, 2016

Product Number	Description	UOM	List Price	Current Contract Price	Proposed Price Change
UNV15510	GRIP RETRACTABLE BP PEN, 1.0MM	DZ	$22.25	$1.20	$0.70
UNV15521	GRIP RETRACTABLE BP PEN, 1.0MM	DZ	$22.25	$1.20	
UNV72210	PAPER CLIPS, SM	PK	$5.57	$0.31	
UNV72220	JUMBO PAPER CLIPS, .045,SMOOTH	PK	$13.94	$0.95	
UNV95224	BOXES W/LID, WHITE, 12 X 10 X	CT	$62.84	$6.22	
XER3R11540	PAPER,EXPRS,CLR,DGTL,8.5X11	RM	$24.62	$11.05	$9.95

Arapahoe County
Colorado's First

Department of Finance
Purchasing Division

5334 South Prince Street
Littleton, Colorado 80166-0001
Phone: 303-795-4430
Fax: 303-738-7929
www.co.arapahoe.co.us

JANET J. KENNEDY
Director

November 17, 2015

Source Office and Technology
Attn: Mr. Mick Walter
13350 West 43rd Drive
Golden, CO 80403

SUBJ: EXTENSION OF THE AGREEMENT FOR OFFICE SUPPLIES SOLICITATION #RFP-13-73

Arapahoe County and Source Office and Technology entered into an agreement for Office Supplies on: January 1, 2014. The parties may mutually agree upon an annual extension of this agreement pursuant to the provisions as set forth in the original Agreement for Services.

Source Office and Technology hereby agrees the attached document outlines the updated pricing structure and all parties mutually agree upon an annual extension of this agreement pursuant to the provisions set forth in the solicitation.

Staff has determined that it is to the best interest of the County to extend this agreement from January 1, 2016 through December 31, 2016.

By signing below, both parties agree to the extension of this Agreement for Services.

CONTRACTOR: Source Office + Technology

By: _____
(signature)

Title: Executive Vice President

Signed this 20th day of November, 2015

State of Colorado

County of: Jefferson

Subscribed and sworn to before me this 20th day of November, 2015

By: Sam Winfrey.

My commission expires: 5/15/2017

Laura Bradley
Notary Public

LAURA C. BRADLEY
NOTARY PUBLIC
STATE OF COLORADO
Notary ID 20014015259
Commission Expires 05/15/2017

S E A L

ATTEST: Clerk to the Board

_____

Date: _____

ARAPAHOE COUNTY

By: _____
Chair, Board of County Commissioners
(Or representative authorized by resolution)

Date: _____

ARAPAHOE COUNTY

SOURCE OFFICE & TECHNOLOGY

PROPOSED CONTRACT PRICING CHANGES EFFECTIVE JANUARY 1, 2016

Pricing Increased					
Pricing Decreased					
Product Number	**Description**	**UOM**	**List Price**	**Current Contract Price**	**Proposed Price Change**
AAGGG2500-00	PAD,DESK,2COLOR,MO,22X17,BK	EA	$13.69	$1.46	
AAGSW200-00	PAD,DESK,MO,22X17,BEGY	EA	$17.99	$1.97	
ACC17021	COVER,PRSBRD,2.75CC,BK	EA	$6.04	$0.70	$0.50
BAU68824	REEL,F/ID CARD,BK	EA	$2.99	$0.45	
BICGSM609-BK	PEN,BALL,STICK,60CT,BK	BX	$12.85	$1.31	
BICGSMG11-BE	PEN,BALLPT,GRIP,MED,BE	DZ	$4.44	$0.51	
BICGSMG11-BK	PEN,BALLPT,GRIP,MED,BK	DZ	$4.44	$0.51	
BSN09983	BINDER,VUE,3-RNG,1.5``-WE	EA	$13.76	$0.57	
BSN16451	NOTES,ADHES,3X3,NEON	PK	$19.60	$1.01	
BSN16472	TAPE,MASK,.5"X60YD,TN	RL	$2.26	$0.16	
BSN16500	NOTES,ADHES,1.5"X2",PASTEL	PK	$9.06	$0.32	
BSN28442	BINDER,D-RING,2IN,WE	EA	$13.42	$0.91	
BSN32952	TAPE,INVISIBLE,3/4"X1296,CL	RL	$2.54	$0.19	
BSN32953	TAPE,INVISIBLE,3/4"X1000,CL	PK	$27.42	$1.73	
BSN36550	CLIP,BINDER,SM,12EA,BK	DZ	$1.82	$0.06	
BSN36551	CLIP,BINDER,MED,12EA,BK	DZ	$3.84	$0.15	$0.11
BSN36691	INDEX,RNGBNK,8TAB,11X8.5,CL	ST	$1.82	$0.14	
BSN37501	PEN,BPOINT,STK,MED,BK,DZ	DZ	$3.85	$0.24	
BSN37502	PEN,BPOINT,STK,FN,BE,DZ	DZ	$3.85	$0.24	
BSN37503	PEN,BPOINT,STK,FN,BK,DZ	DZ	$3.85	$0.24	
BSN65364	CLIP,BINDER,MINI,12EA	DZ	$1.82	$0.06	
BSN65637	CLIPBOARD,9X12.5,BN	EA	$2.99	$0.29	$0.21
BSN65649	STPLS,CHISELPT,STD,5M/BX,SR	BX	$3.67	$0.16	
BSN65650	REMOVER,STAPLE,BN	EA	$4.90	$0.08	
CCS23617	PAD,MOUSE,ECONOMY,BK	EA	$5.99	$0.39	
CLI70238	HOLDER,BUSNCRD,ADHES,CL	PK	$4.81	$0.71	
DBL220306	COVER,RPRT,DRACLP,30CAP,BE	EA	$2.20	$0.33	
DRI351B-1	PEN,DETECTOR,COUNTERFEIT	EA	$5.50	$0.67	
DUCCS-55-6PK	TAPE,CTN SEAL,48MMX50M,6PK	PK	$31.90	$3.90	
DYM30252	LABEL,ADD,HICAP,WE,350EA2RL	BX	$28.76	$4.56	
ESS11035	SHELF,FILE,LAM,LTR,11PT	BX	$41.07	$6.50	
ESS25093	BOOK,NOTE,PKT,3X5,RECY	EA	$1.92	$0.24	$0.29
GJO56100	SUGAR,3/20OZ	PK	$11.85	$1.45	
HAM10501-5	PAPER,CPYPLS,8.5X14,WE,92BR	RM	$34.60	$4.34	
HOD12440	CALENDAR,DESKPAD,ECOTONE,BE	EA	$14.58	$2.23	
ITA30004	HIGHLIGHTER,DESKCHISEL,FLY	DZ	$11.40	$1.03	
ITA30016	MARKER,PERM,FINE,BLK	DZ	$12.99	$0.82	
ITA30980	PENCIL,GOLF,YEL,144 PK	BX	$30.35	$1.19	$1.42

ARAPAHOE COUNTY

SOURCE OFFICE & TECHNOLOGY

PROPOSED CONTRACT PRICING CHANGES EFFECTIVE JANUARY 1, 2016

Product Number	Description	UOM	List Price	Current Contract Price	Proposed Price Change
ITA33322	HIGHLIGHTER,DESKCHISEL,FLOE	DZ	$11.40	$1.01	
ITA60232	TAPE,CORRECT,1/5X33`,SIDE	EA	$3.60	$0.12	
ITKKOR80CBR	RBN,PRNT,NYL,"C" WIND,BK/RD	EA	$4.49	$0.27	
MMF28704	PEN,REPLACEMENT,BK	EA	$2.75	$0.33	
MMF28904	PEN,COUNTER,SECURITY,BK	EA	$4.95	$0.61	
MMM635-5AN	POST-IT,RULED,3X5,AST	PK	$16.40	$2.30	
MMM686-PGO	POST-IT,INDEX,DUR,MI	PK	$9.35	$1.31	
MMM686-RYB	POSTIT,INDEX,DUR,TABS	PK	$9.35	$1.31	
NATSP17206	FLDR,CLASS,PSBD,2DIV,LTR,RD	BX	$72.34	$5.66	$7.22
NATSP17207	FLDR,CLASS,PSBD,2DIV,LTR,DB	BX	$72.34	$5.66	
NATSP17209	FLDR,CLASS,PSBD,2DIV,LTR,YW	BX	$72.34	$4.86	
PAP660415	CORR,FILM,DRYLINE,GRIP1PK	EA	$4.65	$0.63	$0.40
PAP87813	TAPE,CORRECTION,GRIP,FASH,2	PK	$8.82	$1.20	
PENBL77-B	PEN,ENRGLRTX,.7MM,RD,UPC	EA	$3.49	$0.42	
PENBLN77-A	PEN,ENRGLRTX,.7MM,BK,UPC	EA	$3.49	$0.42	
PENBLN77-B	PEN,ENRGLRTX,.7MM,RD,UPC	EA	$3.49	$0.42	
PENBLN77-C	PEN,ENRGLRTX,.7MM,BE,UPC	EA	$3.49	$0.42	
PGC87611BX	TISSUE,FACIAL,PUFFS	BX	$4.35	$0.48	
PIL31256	PEN,GEL,RETRAC,G2,1.0MM	DZ	$26.40	$3.57	
QUA46065	ENV,W/ADHESIVE,MOISTENER	EA	$3.37	$0.40	
RED36-746	BOOK,STENO,GREGG,6X9	EA	$3.55	$0.25	
RTG31000	TAB,WRITE-ON,PLAIN,WE,104	PK	$2.95	$0.44	
SAM18957	BINDER,VIEW,BIODGRD,1.5",WE	EA	$7.62	$0.77	
SAN32001	MARKER,PERM,SHARPIEX,BK	EA	$2.74	$0.34	
SAN61231	PEN,ROLLBALL,VSNELT,UNI,BK	EA	$3.64	$0.47	
SAN69024	PEN,RB,VSN,UNI,8MM,BE	EA	$3.64	$0.47	
SPR02160	WASTEBASKET,RECT,28 QT,BK	EA	$8.39	$1.00	
SPR11797	OPENER,LETTER,ASST	EA	$2.27	$0.13	
SPR19259	FLAG,1",YELLOW,SELFSTICK	PK	$6.28	$0.57	$0.42
SPR19260	FLAG,1",RED,SELFSTICK	PK	$6.28	$0.57	$0.42
SPR19262	FLAG,1",GREEN,SELFSTICK	PK	$6.28	$0.57	$0.42
SPR26959	BINDER,NONSTCK,DRNG,2"-WE	EA	$17.28	$0.78	$1.94
SPR62465	BINDER,VUE,SLNT,DLX,1.5"-WE	EA	$14.71	$0.88	$1.01
SPR95008	FLDR,6PART,LGL,MLA	BX	$135.56	$9.08	
SPRSP17211	FLDR,LTR,W/FAST1&3,STRT,MLA	BX	$48.85	$5.88	
SPRSP17267	FLDR,LTR,W/FAST1&3,1/3,BE	BX	$51.10	$6.46	
SRC11200	COPY PAPER,LTR,WE,20#,92BRT	CT	$170.70	$28.48	$28.90
SRC12222	PAPER,COPY,RECYCLED,LTR,20#,92BRT,30%PC	CT	$209.75	$28.48	$28.90
TOM62202	REFILL,ADHESIVE,PERM	EA	$3.99	$0.53	
TOP25093	BOOK,NOTE,PKT,3X5,RECY	EA	$2.38	$0.24	$0.29

ARAPAHOE COUNTY

SOURCE OFFICE & TECHNOLOGY

PROPOSED CONTRACT PRICING CHANGES EFFECTIVE JANUARY 1, 2016

Product Number	Description	UOM	List Price	Current Contract Price	Proposed Price Change
UNV15510	GRIP RETRACTABLE BP PEN, 1.0MM	DZ	$22.25	$1.20	$0.70
UNV15521	GRIP RETRACTABLE BP PEN, 1.0MM	DZ	$22.25	$1.20	
UNV72210	PAPER CLIPS, SM	PK	$5.57	$0.31	
UNV72220	JUMBO PAPER CLIPS, .045,SMOOTH	PK	$13.94	$0.95	
UNV95224	BOXES W/LID, WHITE, 12 X 10 X	CT	$62.84	$6.22	
XER3R11540	PAPER,EXPRS,CLR,DGTL,8.5X11	RM	$24.62	$11.05	$9.95

Arapahoe County
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JANET J. KENNEDY
Director

November 17, 2015

Source Office and Technology
Attn: Mr. Mick Walter
13350 West 43rd Drive
Golden, CO 80403

SUBJ: EXTENSION OF THE AGREEMENT FOR OFFICE SUPPLIES SOLICITATION #RFP-13-73

Arapahoe County and Source Office and Technology entered into an agreement for Office Supplies on: January 1, 2014. The parties may mutually agree upon an annual extension of this agreement pursuant to the provisions as set forth in the original Agreement for Services.

Source Office and Technology hereby agrees the attached document outlines the updated pricing structure and all parties mutually agree upon an annual extension of this agreement pursuant to the provisions set forth in the solicitation.

Staff has determined that it is to the best interest of the County to extend this agreement from January 1, 2016 through December 31, 2016.

By signing below, both parties agree to the extension of this Agreement for Services.

CONTRACTOR: Source Office + Technology

By: _____
(signature)

Title: Executive Vice President

Signed this 20th day of November, 2015

State of Colorado

County of: Jefferson

Subscribed and sworn to before me this 20th day of November, 2015

By: Sam Winfrey.

My commission expires: 5/15/2017

Laura Bradley
Notary Public

LAURA C. BRADLEY
NOTARY PUBLIC
STATE OF COLORADO
Notary ID 20014015259
My Commission Expires 05/15/2017

SEAL

ATTEST: Clerk to the Board

_____

Date: _____

ARAPAHOE COUNTY

By: _____
Chair, Board of County Commissioners
(Or representative authorized by resolution)

Date: _____

ARAPAHOE COUNTY

SOURCE OFFICE & TECHNOLOGY

PROPOSED CONTRACT PRICING CHANGES EFFECTIVE JANUARY 1, 2016

Pricing Increased					
Pricing Decreased					
Product Number	Description	UOM	List Price	Current Contract Price	Proposed Price Change
AAGGG2500-00	PAD,DESK,2COLOR,MO,22X17,BK	EA	$13.69	$1.46	
AAGSW200-00	PAD,DESK,MO,22X17,BEGY	EA	$17.99	$1.97	
ACC17021	COVER,PRSBRD,2.75CC,BK	EA	$6.04	$0.70	$0.50
BAU68824	REEL,F/ID CARD,BK	EA	$2.99	$0.45	
BICGSM609-BK	PEN,BALL,STICK,60CT,BK	BX	$12.85	$1.31	
BICGSMG11-BE	PEN,BALLPT,GRIP,MED,BE	DZ	$4.44	$0.51	
BICGSMG11-BK	PEN,BALLPT,GRIP,MED,BK	DZ	$4.44	$0.51	
BSN09983	BINDER,VUE,3-RNG,1.5``-WE	EA	$13.76	$0.57	
BSN16451	NOTES,ADHES,3X3,NEON	PK	$19.60	$1.01	
BSN16472	TAPE,MASK,.5"X60YD,TN	RL	$2.26	$0.16	
BSN16500	NOTES,ADHES,1.5"X2",PASTEL	PK	$9.06	$0.32	
BSN28442	BINDER,D-RING,2IN,WE	EA	$13.42	$0.91	
BSN32952	TAPE,INVISIBLE,3/4"X1296,CL	RL	$2.54	$0.19	
BSN32953	TAPE,INVISIBLE,3/4"X1000,CL	PK	$27.42	$1.73	
BSN36550	CLIP,BINDER,SM,12EA,BK	DZ	$1.82	$0.06	
BSN36551	CLIP,BINDER,MED,12EA,BK	DZ	$3.84	$0.15	$0.11
BSN36691	INDEX,RNGBNK,8TAB,11X8.5,CL	ST	$1.82	$0.14	
BSN37501	PEN,BPOINT,STK,MED,BK,DZ	DZ	$3.85	$0.24	
BSN37502	PEN,BPOINT,STK,FN,BE,DZ	DZ	$3.85	$0.24	
BSN37503	PEN,BPOINT,STK,FN,BK,DZ	DZ	$3.85	$0.24	
BSN65364	CLIP,BINDER,MINI,12EA	DZ	$1.82	$0.06	
BSN65637	CLIPBOARD,9X12.5,BN	EA	$2.99	$0.29	$0.21
BSN65649	STPLS,CHISELPT,STD,5M/BX,SR	BX	$3.67	$0.16	
BSN65650	REMOVER,STAPLE,BN	EA	$4.90	$0.08	
CCS23617	PAD,MOUSE,ECONOMY,BK	EA	$5.99	$0.39	
CLI70238	HOLDER,BUSNCRD,ADHES,CL	PK	$4.81	$0.71	
DBL220306	COVER,RPRT,DRACLP,30CAP,BE	EA	$2.20	$0.33	
DRI351B-1	PEN,DETECTOR,COUNTERFEIT	EA	$5.50	$0.67	
DUCCS-55-6PK	TAPE,CTN SEAL,48MMX50M,6PK	PK	$31.90	$3.90	
DYM30252	LABEL,ADD,HICAP,WE,350EA2RL	BX	$28.76	$4.56	
ESS11035	SHELF,FILE,LAM,LTR,11PT	BX	$41.07	$6.50	
ESS25093	BOOK,NOTE,PKT,3X5,RECY	EA	$1.92	$0.24	$0.29
GJO56100	SUGAR,3/20OZ	PK	$11.85	$1.45	
HAM10501-5	PAPER,CPYPLS,8.5X14,WE,92BR	RM	$34.60	$4.34	
HOD12440	CALENDAR,DESKPAD,ECOTONE,BE	EA	$14.58	$2.23	
ITA30004	HIGHLIGHTER,DESKCHISEL,FLY	DZ	$11.40	$1.03	
ITA30016	MARKER,PERM,FINE,BLK	DZ	$12.99	$0.82	
ITA30980	PENCIL,GOLF,YEL,144 PK	BX	$30.35	$1.19	$1.42

ARAPAHOE COUNTY

SOURCE OFFICE & TECHNOLOGY

PROPOSED CONTRACT PRICING CHANGES EFFECTIVE JANUARY 1, 2016

Product Number	Description	UOM	List Price	Current Contract Price	Proposed Price Change
ITA33322	HIGHLIGHTER,DESKCHISEL,FLOE	DZ	$11.40	$1.01	
ITA60232	TAPE,CORRECT,1/5X33`,SIDE	EA	$3.60	$0.12	
ITKKOR80CBR	RBN,PRNT,NYL,"C" WIND,BK/RD	EA	$4.49	$0.27	
MMF28704	PEN,REPLACEMENT,BK	EA	$2.75	$0.33	
MMF28904	PEN,COUNTER,SECURITY,BK	EA	$4.95	$0.61	
MMM635-5AN	POST-IT,RULED,3X5,AST	PK	$16.40	$2.30	
MMM686-PGO	POST-IT,INDEX,DUR,MI	PK	$9.35	$1.31	
MMM686-RYB	POSTIT,INDEX,DUR,TABS	PK	$9.35	$1.31	
NATSP17206	FLDR,CLASS,PSBD,2DIV,LTR,RD	BX	$72.34	$5.66	$7.22
NATSP17207	FLDR,CLASS,PSBD,2DIV,LTR,DB	BX	$72.34	$5.66	
NATSP17209	FLDR,CLASS,PSBD,2DIV,LTR,YW	BX	$72.34	$4.86	
PAP660415	CORR,FILM,DRYLINE,GRIP1PK	EA	$4.65	$0.63	$0.40
PAP87813	TAPE,CORRECTION,GRIP,FASH,2	PK	$8.82	$1.20	
PENBL77-B	PEN,ENRGLRTX,.7MM,RD,UPC	EA	$3.49	$0.42	
PENBLN77-A	PEN,ENRGLRTX,.7MM,BK,UPC	EA	$3.49	$0.42	
PENBLN77-B	PEN,ENRGLRTX,.7MM,RD,UPC	EA	$3.49	$0.42	
PENBLN77-C	PEN,ENRGLRTX,.7MM,BE,UPC	EA	$3.49	$0.42	
PGC87611BX	TISSUE,FACIAL,PUFFS	BX	$4.35	$0.48	
PIL31256	PEN,GEL,RETRAC,G2,1.0MM	DZ	$26.40	$3.57	
QUA46065	ENV,W/ADHESIVE,MOISTENER	EA	$3.37	$0.40	
RED36-746	BOOK,STENO,GREGG,6X9	EA	$3.55	$0.25	
RTG31000	TAB,WRITE-ON,PLAIN,WE,104	PK	$2.95	$0.44	
SAM18957	BINDER,VIEW,BIODGRD,1.5",WE	EA	$7.62	$0.77	
SAN32001	MARKER,PERM,SHARPIEX,BK	EA	$2.74	$0.34	
SAN61231	PEN,ROLLBALL,VSNELT,UNI,BK	EA	$3.64	$0.47	
SAN69024	PEN,RB,VSN,UNI,8MM,BE	EA	$3.64	$0.47	
SPR02160	WASTEBASKET,RECT,28 QT,BK	EA	$8.39	$1.00	
SPR11797	OPENER,LETTER,ASST	EA	$2.27	$0.13	
SPR19259	FLAG,1",YELLOW,SELFSTICK	PK	$6.28	$0.57	$0.42
SPR19260	FLAG,1",RED,SELFSTICK	PK	$6.28	$0.57	$0.42
SPR19262	FLAG,1",GREEN,SELFSTICK	PK	$6.28	$0.57	$0.42
SPR26959	BINDER,NONSTCK,DRNG,2"-WE	EA	$17.28	$0.78	$1.94
SPR62465	BINDER,VUE,SLNT,DLX,1.5"-WE	EA	$14.71	$0.88	$1.01
SPR95008	FLDR,6PART,LGL,MLA	BX	$135.56	$9.08	
SPRSP17211	FLDR,LTR,W/FAST1&3,STRT,MLA	BX	$48.85	$5.88	
SPRSP17267	FLDR,LTR,W/FAST1&3,1/3,BE	BX	$51.10	$6.46	
SRC11200	COPY PAPER,LTR,WE,20#,92BRT	CT	$170.70	$28.48	$28.90
SRC12222	PAPER,COPY,RECYCLED,LTR,20#,92BRT,30%PC	CT	$209.75	$28.48	$28.90
TOM62202	REFILL,ADHESIVE,PERM	EA	$3.99	$0.53	
TOP25093	BOOK,NOTE,PKT,3X5,RECY	EA	$2.38	$0.24	$0.29

ARAPAHOE COUNTY

SOURCE OFFICE & TECHNOLOGY

PROPOSED CONTRACT PRICING CHANGES EFFECTIVE JANUARY 1, 2016

Product Number	Description	UOM	List Price	Current Contract Price	Proposed Price Change
UNV15510	GRIP RETRACTABLE BP PEN, 1.0MM	DZ	$22.25	$1.20	$0.70
UNV15521	GRIP RETRACTABLE BP PEN, 1.0MM	DZ	$22.25	$1.20	
UNV72210	PAPER CLIPS, SM	PK	$5.57	$0.31	
UNV72220	JUMBO PAPER CLIPS, .045,SMOOTH	PK	$13.94	$0.95	
UNV95224	BOXES W/LID, WHITE, 12 X 10 X	CT	$62.84	$6.22	
XER3R11540	PAPER,EXPRS,CLR,DGTL,8.5X11	RM	$24.62	$11.05	$9.95