



ARAPAHOE COUNTY
COLORADO'S FIRST

BOARD SUMMARY REPORT

Date: February 20, 2020

To: Board of County Commissioners

From: Clerk and Recorder

Through: Monica Kovaci, County Attorney's Office

Subject: **Extension of Agreement for Services with Plumb Marketing for Clerk and Recorder Election Mailings**

Request and Recommendation

Seeking a resolution for extension of the Agreement for Services with Mail Master of Colorado, Inc. dba Plumb Marketing arising from RFP 15-81 for election mailings, and for the Clerk and Recorder to be authorized to sign future extensions for the remaining terms of the Agreement.

Background

In 2015, the Arapahoe County Assessor's Office issued RFP 15-81 for mailing services of various Assessor notices. The contract was awarded to Plumb Marketing, an Englewood-based company that provides printing, mailing and fulfillment services. The contract was signed March 1, 2016 and will last until Feb 28, 2020, at which time the County shall have the option to renew for subsequent one-year periods up to three additional years.

The Agreement was amended in 2018 to expand the scope of work to Clerk and Recorder election mailings and increase the vendor compensation by \$85,000 annually. The Board approved the amendment through BOCC Resolution 180247, April 3, 2018 consent agenda.

The Clerk's Office seeks an annual extension of the subject Agreement, and requests authority for the Clerk and Recorder to execute future annual extensions for the remaining terms of the contract, and as approved through the County Attorney's Office.

Reviewed By

Juan Guzman