



ARAPAHOE COUNTY
COLORADO'S FIRST

WAIVER PER PURCHASING POLICIES

WAIVER OF SOLICITATION <input type="checkbox"/>	WAIVER OF QUOTE <input type="checkbox"/>
SELECT SOURCE <input checked="" type="checkbox"/>	FOR INFORMATION ONLY <input type="checkbox"/>

DESCRIPTION OF PROJECT: The Arapahoe County Clerk and Recorder's Office is responsible for recording real estate documents and processing thousands of motor vehicle transactions on a daily basis. Our office is interested in streamlining the way we deposit our high-volume paper checks by scanning all paper checks and depositing electronically to the bank on a daily basis through the use of a digital batch file.

PRICE: \$35,000

ANNUAL MAINTENANCE: \$ 5,000

FIXED ASSET Yes No

FIXED ASSET #

COST CENTER # 102525100 G/L # 53240 IO #

JUSTIFICATION (Provide Vendor name, How were they selected, Why requesting to waive purchasing policy process): Creditron has contracted with the Arapahoe County Treasurer's Office previously to provide check scanners and software to scan and convert paper checks into an electronic batch file that can be deposited electronically to Chase.

The Office of the Clerk and Recorder process a high-volume of paper checks that are processed, transported by armored vehicle and deposited to Chase Bank on a daily basis. Our office wants to adopt the process used by the Treasurer's Office for the following benefits:

- In 2019, the Treasurer's Office paid Chase Bank approximately \$20,000 to process our MV paper checks. This solution would eliminate that annual recurring expense
- Staff time – we spend an average of 3 hours per day processing paper checks. Over the course of the year, that translates to 720 staff hours at an average of \$20 per/hour for a total cost = \$14,400.
- The solution will include a digital archive of deposited checks that will significantly improve our ability to research discrepancies.

Over the next five years this solution will generate a hard cost savings of \$53,000 and a soft cost savings of \$72,000 in staff hours.

Creditron has an existing relationship with Arapahoe County and has a proven track record of delivering value-add solutions.

This select source request should be valid for a period of 1 year.

JUAN GUZMAN *Juan Guzman* X:4710
Requestor Name, Signature & Telephone Number

9/2/2020
Date

[Signature] X4699
Elected Official/Department Head *Karl F Herrmann*

9/2/2020
Date

Keith J. Ashby, CPPO
Purchasing Manager

09/22/2020
Date

Comments: _____

Waiver approved, BoCC Reso #180600. Requestor to proceed with PO Yes No

Requestor to schedule BoCC Drop In & Create Board Summary Report Yes No

Janet Kennedy, Director of Finance (not to exceed \$100,000) Date _____

BOCC, Chair Date _____

Per BoCC Resolution #180600 of 10/6/18, Purchasing Manager has authorization for sole approval up to \$100,000 plus exemptions to Contract Extensions



SYSTEM PRICE QUOTATION SUMMARY
8/31/2020
Arapahoe County Clerk & Recorder's Office

No. of Systems: 1

HARDWARE SUB-TOTAL:	\$9,366.00
APPLICATION SOFTWARE SUB-TOTAL:	\$13,500.00
SERVICES SUB-TOTAL:	<u>\$8,100.00</u>
TOTAL SYSTEM PURCHASE PRICE:	\$30,966.00
Software Discount / Trade In Allowance	
PURCHASE PRICE AFTER ALLOWANCE:	<u><u>\$30,966.00</u></u>
ANNUAL HARDWARE MAINTENANCE:	\$1,245.00
ANNUAL SOFTWARE MAINTENANCE:	<u>\$2,700.00</u>
TOTAL ANNUAL MAINTENANCE:	<u><u>\$3,945.00</u></u>

PAYMENT TERMS:

Prices do not include applicable sales taxes. Terms are:

- 50% With Initial Order **\$15,483.00**
- Final, From Installation **\$15,483.00**
- HW Maintenance **\$1,245.00** Due after warranty
- Annual Maintenance **\$5,220.00** Begins at the start of Year 2. Contract is for a 3 year minimum commitment

or MONTHLY PAYMENT PLAN:

All invoices are payable upon receipt.
 All prices are exclusive of taxes, VAT and similar fees, all of which the Customer will be responsible for.
 If not quoted as flat rate, then reasonable travel expenses will be billed as incurred.
 A PC is mandatory for this configuration. It must meet Creditron minimum specifications.
 Prices valid for 30 calendar days. This quotation is subject to Creditron's Standard Terms and Conditions.
 All late payments are subject to a 1.5% per month finance charge.
 Creditron is the sole provider of all software and services outlined in this quote. Software, services and maintenance referenced herein are exclusively developed, supported and maintained by Creditron.

Account Manager: Laurie Opie

Customer Approval: _____

Date: Aug 31/20

Arapahoe County Clerk & Recorder's Office
DOCUMENT PROCESSING HARDWARE:

Qty	Product Code	Description	Unit Price	Extended Price
3	Canon CR-190	Canon CR-190 Check Scanner with Silver Bullet and ink cartridge	\$ 2,995.00	\$ 8,985.00
3	G625-2000-0000	OCR Software Reader	\$ 52.00	\$ 156.00
3	SV-SHP-SCAN	Shipping desktop scanner	\$ 75.00	\$ 225.00
HARDWARE SUB-TOTAL:				<u>\$9,366.00</u>

Arapahoe County Clerk & Recorder's Office
APPLICATION SOFTWARE:

Qty	Product Code	Description	Unit Price	Extended Price
3	SCN-IAX-1	Nanopak license Check ONLY license	\$ 4,500.00	\$ 13,500.00
0	SCH-840-B	Check 21 Upload File - per bank	\$ 2,750.00	\$ -
		** No cost assuming same format that existing County is using		
		**** OPTIONAL ****		
0	SCH-BND-350	Rubberbanding < 350 snippets per day	\$ 2,500.00	\$ -
		APPLICATION SOFTWARE SUB-TOTAL:		<u>\$13,500.00</u>

SERVICES:

Qty	Product Code	Description	Unit Price	Extended Price
3	SV-NREM	NanoPak Remote Implmntn & Training	\$ 2,700.00	\$ 8,100.00
		SERVICES SUB-TOTAL:		<u>\$8,100.00</u>



Arapahoe County Clerk & Recorder's Office

ANNUAL MAINTENANCE:

Hardware Maintenance:

Qty	Product Code	Description	Unit Price	Extended Price
3	Canon CR-190	Maint - CR-190 Next Business Day Exchange Advanced depot exchange only 90 days advanced cancellation notice required	\$ 415.00	\$1,245.00
HARDWARE MAINTENANCE TOTAL:				<u>\$1,245.00</u>

Software Maintenance:

Qty	Product Code	Description	Unit Price	Extended Price
3	SCN-IAX-1	Maint-NanoPak ItemAge Exp Image Inquiry for Single User	\$ 900.00	\$2,700.00
0	SCH-BND-350	**** OPTIONAL **** Rubberbanding < 350 snippets per day **** Yr. 1 included - begin in Yr. 2 with 3 yr. commitment *** 90 days advanced cancellation notice required	\$ 500.00	\$0.00
SOFTWARE MAINTENANCE TOTAL:				<u>\$2,700.00</u>

The services, fees and delivery schedule for this engagement are based on the following assumptions:

1. *The work proposed in this quote defines the scope of work for Creditron and does not include any work required for other vendors including CIS, EPBB, credit card gateways, financial institutions, ERP, donation management platforms etc. unless specifically stated.*
2. *This engagement currently has, and will continue to have, the support of senior Customer management and will be assigned sufficient priority with respect to other project to ensure its success.*
3. *Customer will assign a lead to act as an internal resource and guide throughout this engagement.*
4. *Customer will secure the appropriate staff in a timely fashion in order to discuss or review the various materials produced when required, provided Creditron gives reasonable notice of such request.*
5. *Price does not include Customer approved Travel and Living expenses that may be required as part of the delivery of the engagement unless specified in the contract. Travel expenses may include, but are not limited to, airfare, car rental, gas, per Diem (\$65/day for weekdays and \$110/day for weekend or holiday travel) and hotel.*
6. *Customer agrees to facilitate any required Customer Corporate logistics for the fulfillment of this agreement.*
7. *Customer will secure, as required and in a timely fashion, the assistance and cooperation of Third Party Vendors (e.g. CIS, EPBB, credit card gateways, financial institutions, ERP, donation management platforms etc.) to ensure a successful implementation. A Change Request may be created if the Third Party Vendor is unavailable or non-cooperative and as such results in an impact to the schedule or effort.*
8. *Third Party Vendors Solutions are able to provide data required by the Creditron Software as well as accept data provided by the Creditron Software.*
9. *All third-party software and hardware products are assumed to perform correctly in the Customer environment, in accordance with the appropriate third-party vendor's specifications.*
10. *All documentation provided by Customer shall be up-to-date and accurate or if that is not the case, advise Creditron as such.*
11. *All hardware, software, and network components supplied by Customer are working properly and are free of defects and will meet minimum hardware standards provided during the engagement.*
12. *All user, network, database roles / permissions are provisioned in accordance with Creditron requirements by Customer at the commencement of the project.*
13. *To minimize project costs, the majority of project work will be performed at one of Creditron's locations except for project activities where face-to-face is deemed more effective.*
14. *Customer will provide remote access to its network, facilities, and systems as required to perform activities from one of Creditron's locations. Creditron shall abide by all rules and directions of Customer when accessing Customer's network, facilities or systems. A Change Request may be created if remote access to Customer's network is not available, resulting in project delays.*
15. *Any items not explicitly identified within this proposal (including new interfaces or nonstandard reports etc.) are considered out of scope. Any changes to those responsibilities and/or deliverables will be considered a change in scope for the engagement. Any proposed change to the engagement scope must be put into written format and be submitted to Creditron during this engagement for review and consideration.*
16. *If feedback is not received from Customer within 5 business days of delivery of Deliverables (Review Period) then the Deliverable will be deemed to have been accepted and the project will be closed.*

Juan Guzman

From: Michael Wallace
Sent: Wednesday, July 8, 2020 1:53 PM
To: Juan Guzman
Cc: Joan M. Lopez
Subject: Bank Fees

Juan,

Here's the information on the cost of processing physical checks.

In 2019, the County paid \$869 to Dunbar for excess deposit charges. If you use electronic deposits, we will only see these charges if you make a cash deposit of more than 2 million dollars.

We also paid Chase \$19,588 to process the paper checks from Motor Vehicles.

Moving to Check 21 will not eliminate NSF checks but it will greatly reduce them. In 2019 Chase charged us \$1,080 for returned checks and \$672 for redepositing checks.

Michael Wallace
Arapahoe County Deputy Treasurer
303-795-4626
mwallace@arapahoegov.com



ARAPAHOE COUNTY
PROTECT. CONNECT. ENJOY.