

ADAMS COUNTY, COLORADO
PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT ("Agreement") is made this 28th day of February, 2013, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and, Colvert Corporation located at 13050 West Montana Drive, Lakewood, Colorado, 80228, hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

The County and the Contractor, for the consideration herein set forth, agree as follows:

SECTION I - SERVICES OF THE CONTRACTOR

- A. The Contractor shall furnish all of the labor, machinery, equipment, materials, and supplies necessary to complete the reconfiguration of the Human Services first floor at the Adams County Human Service Center. In addition, the Contractor shall perform the work under this Agreement in accordance with all applicable quality standards, warranties, or other applicable standards as specified in the "Contract RFP Documents and Specifications" for the Reconfiguration of the Human Services Center RFP 2012.260, Attached as Exhibit "A" which standards and warranties are hereby incorporated into this Agreement as if fully written herein.

SECTION II - COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08

Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.

The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.

The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.

If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).

If Contractor violates this Section II of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

SECTION III - RESPONSIBILITIES OF THE COUNTY: The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement.

SECTION IV - TERM

The term of this Agreement shall be for one year; upon the mutual written consent of the Parties this Agreement may be extended for up to one (1) additional one-year terms for similar type services.

SECTION V - PAYMENT AND FEE SCHEDULE

The County shall pay the Contractor for the work performed, and the Contractor shall accept as payment in full for the work performed, the total sum not to exceed thirty seven thousand eight hundred dollars (\$37,800.00).

The payment includes all options laid out in the proposal except for the elimination of the under counter monitor, special keyboard parts for the PEAK station and four pairs of sided chairs in the work stations.

- A. Payment will be rendered within thirty days upon completion and acceptance of the final project.

SECTION VI - INDEPENDENT CONTRACTOR

In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his /her acts and the acts of his /her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. **Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.**

SECTION VII – NONDISCRIMINATION

The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause.

SECTION VIII – INDEMNIFICATION

The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement.

SECTION IX – INSURANCE

The Contractor agrees to maintain insurance of the following types and amounts:

Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000

Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.

Bodily Injury/Property Damage \$1,000,000 (each accident)

Personal Injury Protection Per Colorado Statutes

Workers' Compensation Insurance: Per Colorado Statutes

The Contractor's commercial general liability, comprehensive automobile liability, and professional liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:

Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.

The insurance companies issuing the policy or policies shall have no response against the County for payment of any premiums due or for any assessments under any form of any policy.

Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.

At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverages or policies required under this Agreement.

SECTION X - TERMINATION

For Cause: If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.

For Convenience: The County may terminate the Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If the Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under the Agreement, less payments previously made to the Contractor under the Agreement.

SECTION XI - MUTUAL UNDERSTANDINGS

Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with the 17th Judicial District, Colorado.

Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, and that no violation of such provisions are present. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) when exposed to or provided with any data or records under this Subcontract that are considered to be "Protected Health Information."

Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized federal, state, or county personnel.

Assignability

Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.

Waiver

Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.

Force Majeure

Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.

Notice

Any notices given under this Agreement are deemed to have been received and to be effective: (1) three (3) days after the same shall have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; or (3) immediately upon receipt of confirmation that a facsimile was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

For the County:
Adams County Purchasing Department
Attn: Jennifer Tierney
4430 South Adams Parkway
Brighton, Colorado 80601
Phone: (720) 523-6049
Fax: (720) 523-6058

Adams County Attorney's Office
4430 South Adams Parkway
Brighton, Colorado 80601
Phone: (720) 523-6116
Fax: (303) 523-6114

For the Contractor:
Colvert Corp
Attn: Collette Smith
13050 West Montana Dr.
Denver, Colorado 80228
Phone: (303) 985-5574

Integration of Understanding

This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.

Severability

If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.

Authorization

Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.

SECTION XII - CHANGE ORDERS OR EXTENSIONS

The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including but not limited to additional instructions, additional work, and the omission of work previously ordered. Such changes, including any increases or decreases in the amount of the Contractor's compensation, must be mutually agreed upon in writing by the County and the Contractor. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Invitation to Bid, or, if no provision exists, pursuant to the terms of the Change Order.

The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto.

COUNTY ADMINISTRATOR
ADAMS COUNTY, COLORADO

[Signature]
Signature

2-28-13
Date

ATTEST:
KAREN LONG
CLERK AND RECORDER



APPROVED AS TO FORM:

[Signature]
Adams County Attorney's Office

[Signature]
Deputy Clerk

Colvert Corporation

[Signature]
Name

2/22/2013
Date

OWNER / PRESIDENT
Title

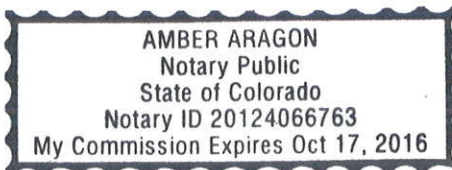
COUNTY OF Jefferson)ss.
STATE OF COLORADO)

Signed and sworn to before me this 22 day of February, 2013 by

[Signature]

[Signature]
Notary Public

My commission expires on: Oct - 17, 2016



CONTRACTOR’S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, effective August 7, 2006, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien and that the Contractor has participated or attempted to participate in the Basic Pilot Program, (created in Pub.L. 104-208, as amended, and expanded in Pub.L. 108-156, as amended, that is administered by the United States Department of Homeland Security), in order to verify that it does not employ any illegal aliens.

CONTRACTOR:

Company Name

Date

Name (Print or Type)

Signature

Title

Note: Registration for the Basic Pilot Program can be completed at: <https://www.vis-dhs.com/employerregistration> . It is recommended that employers review the sample “memorandum of understanding” available at the website prior to registering

EXHIBIT "A"

The Adams County Board of Commissioners by and through its Purchasing Manager is accepting proposals for a furniture reconfiguration of the first floor human resource building.

- 1.1. This service is offered free or with an annual fee for automatic notification services.
2. Written questions may be submitted through XXXXX, 2012. All questions are to be submitted to Ms. Jennifer Tierney, Contract Administrator by E-mail at jtierney@adcogov.org.
3. There will be a mandatory pre-bid on XXXXXXX, those in not in attendance at the mandatory pre-bid will not be able to submit a proposal

4. Proposals

- 4.1. Sealed proposals for consideration will be received at the office of the Purchasing Manager, Adams County Administration Building, 4430 S. Adams Parkway, Brighton, Colorado, 80601, up to **3:00 P.M. XXXXXX**, at this time the names of the companies submitting proposals will be read out loud. The proposal opening time shall be according to our clock. Proposals may be mailed or delivered in person, but must be in a sealed envelope. No proposals will be accepted after the time and date established above, except by written addenda.
- 4.2. The proposal must be submitted on a CD in PDF Format **as one document**. Brochures or other supportive documents may be included with the proposal narrative.
- 4.3. The two proposal signature pages "**CONTRACTOR'S CERTIFICATION OF COMPLIANCE**" Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08 and the "**PROPOSAL FORM**" acknowledging the receipt of addendum(s) must be signed and included as hard copy with the CD. These are the last two pages of the RFP.
- 4.4. Proposals may not be withdrawn after date and hour set for closing. Failure to enter contract or honor the purchase order will be cause for removal of supplier's name from the Vendor's List for a period of twelve months from the date of this opening.
- 4.5. In submitting the proposal, the vendor agrees that acceptance of any or all proposals by the Purchasing Manager within a reasonable time or period constitutes a contract. No delivery shall become due or be accepted unless a purchase order shall first have been issued by the Purchasing Department.
- 4.6. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.
- 4.7. The County assumes no responsibility for failure of any telephone equipment, either within its facilities or from outside causes.

- 4.8. The County assumes no responsibility for quotations being either opened early or improperly routed if the envelope is not clearly marked on the outside: **Furniture Reconfiguration 2012**
- 4.9. In the event of a situation severe enough to cause the Adams County Board of Commissioners to close Adams County Offices for any reason, the Purchasing Manager has the prerogative of rescheduling the proposal opening time and date. No proposal will be considered above all other proposals by having met the proposal opening time and date requirements to the exclusion of those who were unable to present their proposal due to a situation severe enough to cause the Commissioners to close the Adams County Offices.
- 4.10. Proposals must be furnished in the format described by Adams County. Failure to proposal in the format provided may be cause for rejection of the proposal. Proposals must be furnished exclusive of taxes.
- 4.11. No award will be made to any person, firm or corporation that is in arrears upon any obligation to the County.
- 4.12. If submitting a joint venture proposal or a proposal involving a partnership arrangement, articles of partnership stating each partner's responsibilities shall be furnished and submitted with the proposal.
- 4.13. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals, including but not limited to any proposal which does not meet bonding requirements, or proposals which do not furnish the quality, or offer the availability of materials, equipment or services as required by the specifications, description or scope of services, or proposals from offerors who lack experience or financial responsibility, or proposals which are not made to form. The County reserves the right not to award proposals to the lowest and most responsive and responsible offeror, and may require new proposals.
- 4.14. The Board of County Commissioners may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting; whichever is later, when the public interest will be served thereby.
- 4.15. Issuance of this invitation does not commit Adams County to award any contract or to procure or contract for any equipment, materials or services.
- 4.16. A formal contract will be required, a sample contract has been attached as "Exhibit A", the Proposer agrees and understands a Notice of Award does not constitute a contract or otherwise create a property interest of any nature until an Agreement is signed by the awardee and the Board of County Commissioners.
5. Adams County is an Equal Opportunity Employer.
6. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:
- 6.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.
- 6.1.1. Each Occurrence \$1,000,000
- 6.1.2. General Aggregate \$2,000,000

- 6.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.
- 6.2.1. Bodily Injury/Property Damage \$1,000,000 (each accident)
- 6.2.2. Personal Injury Protection Per Colorado Statutes
- 6.3. Workers' Compensation Insurance: Per Colorado Statutes
- 6.4. The Contractor's commercial general liability, and comprehensive automobile liability, insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:
- 6.4.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
- 6.4.2. The insurance companies issuing the policy or policies shall have no response against the County for payment of any premiums due or for any assessments under any form of any policy.
- 6.4.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
- 6.5. All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.
- 6.6. Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.
- 6.7. At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage's or policies required under this Agreement.
- 6.8. The Contractor shall not commence work under this contract until they have submitted to the County and received approval thereof, certificates of insurance showing that they have complied with the foregoing insurance.
- 6.9. All referenced insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured." The name of the proposal or project must appear on the certificate of insurance.
- 6.10. Underwriters shall have no right of recovery or subrogation against Adams County; it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the described insurance.
- 6.11. The clause entitled "Other Insurance Provisions" contained in any policy including Adams County as an additional insured shall not apply to Adams County.

- 6.12. The insurance companies issuing the policy or policies shall have no response against Adams County for payment of any premiums due or for any assessments under any form of any policy.
 - 6.13. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
 - 6.14. If any of the said policies shall be or at any time become unsatisfactory to the County as to form or substance, or if a company issuing any such policy shall be or at any time become unsatisfactory to the County, the Contractor shall promptly obtain a new policy, submit the same to the Purchasing Manager of Adams County for approval and thereafter submit a certificate of insurance as herein above provided. Upon failure of the Contractor to furnish, deliver and maintain such insurance as provided herein, this contract, at the election of the County, may be immediately declared suspended, discontinued or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.
7. Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
 8. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08: Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:
 - 8.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.
 - 8.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
 - 8.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
 - 8.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
 - 8.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.

- 8.6. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 8.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 8.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

End General Information

9. SCOPE OF WORK

- 9.1 The Adams County Humans Services is requesting proposals for a furniture reconfiguration of the first floor of our main location at 7190 Colorado Boulevard Commerce City, Colorado 80022.
- 9.2 The reconfiguration will include:
 - 9.2.1 Tear Down and relocation of existing cubicle furniture.
 - 9.2.2 The Purchase of new cubicle furniture, as needed, to coordinate with existing furniture at location.
 - 9.2.3 The purchase of new front lobby furniture to coordinate with existing furniture at the location.
 - 9.2.4 The Human Service Dept currently has layout drawings of the new configuration. Proposers will not need to draw out the area for Adams County.
- 9.3 The County does have a large amount of spare cubicle walls and furniture, proposers will be requested to look at the spare furniture during the pre-proposal meeting and include in the proposal if any of the existing spare items can be recovered and reused in the project if there should be a cost savings in doing so.
- 9.5 The Human Services Building is an extremely busy office during business hours, proposers will need to conduct the work in the following manner:
 - 9.5.1 In stages where the office can remain open and functional
 - 9.5.2 During non business hours (evening or weekends)
- 9.6 The county will be responsible for:
 - 9.6 Electrical work

- 9.7 Demolition of any permanent walls and counters
- 9.6 Data type cabling

10. 9.6 Proposal Submittals, Contractor Shall Provide In PDF Format

10.1 Company Overview and Qualifications;

- 10.2.1 Describe the qualifications of your company.
- 10.1.2 Company background, including total number of years in business. Company philosophy regarding customer service.
- 10.1.3 Provide a telephone number, a fax number, or an e-mail address to enable Adams County to contact you.
- 10.1.4 List all contracts for the past three years and include the name, address and telephone number.
- 10.1.5 Describe how you plan on managing the project in this RFP, include work hours, plan of action and utilization of new vs. spare furniture.

11. Award Criteria- Proposals will be Scored on the Following Criteria:

- 11.1 Price
- 11.2 References
- 11.3 Overall Proposal
- 11.4 Others??

CONTRACTOR'S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien and that the Contractor has participated or attempted to participate in the Basic Pilot Program, (created in Pub.L. 104-208, as amended, and expanded in Pub.L. 108-156, as amended, that is administered by the United States Department of Homeland Security), in order to confirm the employment eligibility of all employees who are newly hired for employment in the United States.

CONTRACTOR:

Company Name


Date

Name (Print or Type)

Signature

Title

Note: Registration for the Basic Pilot Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering.



ADAMS COUNTY
COLORADO
PROPOSAL FORM

THE UNDERSIGNED HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # _____ Addenda # _____

If None, Please write NONE.

Company Name	Date
Address	Signature
City, State, Zip Code	Printed Name
County	Title
Telephone	Fax
E-mail Address	

ATTACHMENT "A"

SAMPLE ONLY
ADAMS COUNTY, COLORADO
PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT ("Agreement") is made this _____ day of _____, 2011, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and _____, located at _____, hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

The County and the Contractor, for the consideration herein set forth, agree as follows:

SECTION I - SERVICES OF THE CONTRACTOR

Describe services or work to be performed by Contractor. The services described must be in conformance with the bid, if any, and should incorporate the RFP and Response thereto. Please insure that there are no inconsistencies between the RFP, the Response and this Contract.

Emergency Services In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of Contractor) to be performed by Contractor. If County requests such additional services, Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, Contractor shall bill for such services at the rates provided for in this Agreement.

SECTION II - COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08

Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

- A. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.
- B. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

- C. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- D. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
- E. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- F. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- G. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- H. If Contractor violates this Section II of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

SECTION III - RESPONSIBILITIES OF THE COUNTY

The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement.

Describe other responsibilities, if any, to be performed by County.

SECTION IV - TERM

The term of this Agreement shall be from _____, through _____.

SECTION V - PAYMENT AND FEE SCHEDULE

The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services, the sum of _____ dollars (\$).

A. Invoices

Invoices will be submitted to the County by the Contractor on a _____ (monthly, quarterly, biannual, or annual) basis for services performed under this Agreement. Payment of the invoices by the County will be made within twenty-five (25) days of the receipt thereof.

B. Fund Availability

The County has appropriated sufficient funds for this Agreement for the current fiscal year. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.

SECTION VI - INDEPENDENT CONTRACTOR

In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant or subcontractor of the Contractor shall be deemed to be an employee, agent or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. **Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.**

SECTION VII - NONDISCRIMINATION

The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause.

SECTION VIII - INDEMNIFICATION

The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.

SECTION IX – INSURANCE

The Contractor agrees to maintain insurance of the following types and amounts:

Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000

Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.

Bodily Injury/Property Damage	\$1,000,000 (each accident)
Personal Injury Protection	Per Colorado Statutes

Workers' Compensation Insurance: Per Colorado Statutes

* Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services.

Each Occurrence	\$1,000,000
-----------------	-------------

* This insurance requirement applies only to Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.

The Contractor's commercial general liability, comprehensive automobile liability, and professional liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:

1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.

2. The insurance companies issuing the policy or policies shall have no response against the County for payment of any premiums due or for any assessments under any form of any policy.
3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.

The Contractor must provide proof of the insurance coverages or policies required under this Agreement.

SECTION X - TERMINATION

A. For Cause

If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.

B. For Convenience

The County may terminate the Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If the Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under the Agreement, less payments previously made to the Contractor under the Agreement.

SECTION XI - MUTUAL UNDERSTANDINGS

A. Jurisdiction and Venue

The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with the 17th Judicial District, Colorado.

B. Compliance with Laws

During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, and that no violation of such provisions are present. Contractor warrants that it is in compliance with the residency requirements in §§ 8-17-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), amended by the Health Information Technology for Economic and Clinical Health Act (HITECH), passed as part of the American Recovery and Reinvestment Act of 2009, effective February 17, 2010, when exposed to or provided with any data or records under this Subcontract that are considered to be "Protected Health Information."

C. Record Retention

The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized federal, state, or County personnel.

D. Assignability

Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.

E. Waiver

Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.

F. Force Majeure

Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.

G. Notice

Any notices given under this Agreement are deemed to have been received and to be effective: (1) three (3) days after the same shall have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; or (3) immediately upon receipt of confirmation that a facsimile was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

For the County:

Agency Name and

Adams County Attorney's Office

Address 4430

South Adams County Parkway

Brighton, Colorado 80601

Name of Contact Person Phone:

720. 523-6116

Phone:

Fax: 720. 523.6114

Fax:

For the Contractor:

Name

Address

Name of Contact Person

Phone:

Fax:

H. Integration of Understanding

This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.

I. Severability

If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.

J. Authorization

Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.

SECTION XII - CHANGE ORDERS OR EXTENSIONS

- A. The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including but not limited to additional instructions, additional work, and the omission of work previously ordered. Such changes, including any increases or decreases in the amount of the Contractor's compensation, must be mutually agreed upon in writing by the County and the Contractor. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Invitation to Bid, or, if no provision exists, pursuant to the terms of the Change Order.
- B. The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, COLORADO

Chair

Date

ATTEST:
KAREN LONG
CLERK AND RECORDER

APPROVED AS TO FORM:

Adams County Attorney's Office

Deputy Clerk

CONTRACTOR

Name

Date

Title

Signed and sworn to before me on this _____ day of _____, 2011 by

_____.

Notary Public

CONTRACTOR'S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et.seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

Company Name

Date

Name (Print or Type)

Signature

Title

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering

Colvert Corporation

Proposal for Reconfiguration of 1North , HSB

Company background and qualifications.

Colvert Corporation was formed in 1995 to provide design services, furnish and install Office Furniture, Filing Systems; Services to design and implement file conversions, file moves; and any other related products and services for private business, federal and state governments.

Previous to the creation of Colvert Corporation, I, Collette Smith, worked as a sales associate for Pro/File Systems doing the same work, starting in 1983. After 1995 (when my corporation was formed), I continued as a contractor for Pro/File in the same capacity until I broke off and worked solely as Colvert Corporation in 2008.

Previous contracts

Work projects for private and government customers ranged in scope from \$100 up to \$500,000.

I have been working with Adams County Social Services on various projects since 1982. The First floor lobby area was furnished originally by Pro/File Systems (I was the project manager), and changed several times by Colvert Corporation.

Customer Service has been paramount to the philosophy of Pro/File Systems and continues with Colvert Corp. I also believe that Human Services will attest that my work has been driven with the thought that we are partners in solving problems and creating new ideas in the best interests of Adams County. (to name a few, high density shelving for files, add color coding to file folders, reorganizing the order of large file systems, suggestions on the layouts of private offices and major office areas, ergonomic recommendations for employees)

Contracts Over the last 3 years I have worked with Adams County with many very small and some larger contracts. My primary contact these last few years has been Brian Kenna. Over the years past (including Pro/File Systems), I have been entrusted with handling (creation, moving, organizing) almost all of their files in one capacity or another. I have also done many large projects with furniture on each floor of the building.

Managing the Project I have designed the preliminary layout along with consultation of Monica Rohr.

The three phases will be accomplished within as tight a time zone as possible, using the longest lead times for the 3rd phase (4 new cubicles), and backing up to the 1st phase (the cubicles on the North wall).

We will do as much work as possible during business hours if that is determined to be in the best interest of HSB given that the lobby is so busy and children are on site and very often unsupervised. Keeping a safe and efficient worksite is always in the best interest of the vendor and the customer.

Providing that the deconstruction, repairs and electrical work is done in a timely fashion to niche in with our 3-phase assembly, we will do everything in our power to meet the timeline provided.

Timeline: This to be detailed after best guess time estimates are given by ACSS controlled electrician and maintenance and new furniture factories to give their lead times.

Phase 1 (4-5 weeks ARO) two days for Colvertcorp, ? days for ACSS

- A. ACSS to disassemble partial walls at children's area and repair the carpet. Electrician to move electrical outlets to locations as suggested in the electrical notes. Electrician to install electrical whip to wall or ceiling in the NW corner. ACSS to remove the counter on the West wall (this to be modified and reused).
- B. ACSS to disassemble start desk work/storage counter and free up the pedestals for reuse on the N. wall under the counter.
- C. Colvertcorp to disassemble West-most workstation on N. wall, and PEAK stations on N. wall.
- D. Colvertcorp to modify and install counter on N. wall, modify and install storage pedestals, receive parts and install 5 new workstations.

Phase 2 (4-5 weeks ARO) two days for Colvertcorp, ? days for ACSS

- A. ACSS electrician to disconnect electrical power entry to guard's workstation and install outlet as suggested in the electrical notes.
- B. Colvertcorp to disassemble copier and guard stations, and re-orient parts from that to create a new copy station. At this time also install the guard station, the PEAK station and the Greeter area furniture.

Phase 3 (5-6 weeks ARO) two days for Colvertcorp, ? days for ACSS

- A. ACSS to disassemble start desk, repairing the carpet, and electrician to disconnect the electrical.
- B. Colvertcorp to receive and install new and reused parts for 4 new workstations.
- C. Electrician to connect the furniture electrical power entry cable.

I will manage and supervise the project. I have an experienced crew that I have worked with for some time.

New product will be delivered by fright carrier to an offsite location, then delivered to the building on an as-needed basis.

There should not be any disruption (caused by Colvert Corp) of electrical, telephone or LAN networks within the construction phase. IT (at the appropriate time before the panels are enclosed will be able to run their LAN lines. Telephone wiring can also be installed at this time.

I have notations to direct the electrician on what needs to be accomplished in order to best serve the new workstations. Those follow.

NOTE: When the partitions for the children's area are removed. Move
Electrical outlet to North wall and raise it so the the outlet is above the
 counter to be installed.

NOTE: Also raise the outlet that will be behind the counter further to the
Electrical West if possible.

NOTE: When the power whip is removed for the guard station, install a wall
Electrical outlet on the South wall, and run additional power on the West wall
 to accommodate the printers to be located on that West counter, if
 this whip is reusable, install it at the column location after the start
 desk is removed.

NOTE: We will need to have an electrical whip connection made in the
Electrical ceiling in a power pole or the floor, which will provide electricity to
 the West side of the 5 new stations.

We will be matching the furniture manufacturer with the cubicles on the East side of the building (unless an alternate similar product is chosen for price reasons). This will include as many existing parts as possible and the rest will be new and using the same color scheme.

The Cubicles on the North wall will share the same color scheme, and we will provide new worksurfaces and fabrics to construct the cubicles using refurbished Herman Miller product (including as many existing parts as possible). Storage modules (type and quantity) now under the existing central work counter will be reused under the new counter installation on the North wall at the direction of the HSB coordinator. Any exposed unfinished sides will be finished with a matching or coordinating laminate. The existing counter on the West wall will be modified with a backsplash to keep papers from falling off the counter in its new location on the North wall. The finish on the backsplash will match or coordinate with the

other furniture in the area. The counter will leave an appropriate space at the wall to allow for the heat to rise behind it.

Some form of paper management will be used at these cubicles to accommodate the 12 different forms they now use.

The PEAK station and the greeter station will use a desk with a window in the work surface to show a flat-screen monitor underneath,. The greeter station will be a stand-up or stool high worksurface. The PEAK station will be at sit-down height.

The copier area will be mostly constructed with existing Maispace panels.

The guard area will include existing pedestals and worksurfaces with the addition of taller worksurface supports to coordinate with the stool height chair. Included in the options we will move an existing and matching cabinet from storage and modify it with shelves to accommodate the lost and found, water supply, and misc items now stored within the guard's area. Along-side this cabinet we should also be able to store the wheelchair, canes and cones.

Lobby furniture shown on the drawing is not included

Crowd control stanchions are included as shown on the drawing and similar to those installed in the Aurora office.

Pricing

The total project costs for the basic description above with the proposal request will be**\$31,606**
(Gates are not included), instead, for the base price we will add a panel to attach to the East end of the 5 stations on the North wall. This will restrict the entry into that area to about 36" – 40". If it is determined that gates are still desired, we will research choices and offer a plan to satisfy those needs.

To include moving the tall cabinet & modify it with shelves & a lock ... add \$200

To include task chairs (same as the new mesh chairs we have been using) for the 9 new workstations..... add \$2,880

To include side chairs in large cubicles (there are a few chairs in storage that can be reused..... per pair add \$450

To include keyboard platforms (same as we have been using) for 8 workstations add **\$1864**

To include stools for the guard and greeter stationadd **\$650**

Change the fabric color scheme (using the same two fabrics) by making the predominant fabric beige instead of green to save an estimate of up to \$1000. Leaving the outside panels the same, with the beige as a center stripe, but making the interior sides beige instead of green. Reason – the beige fabric is still a factory standard. The green is not and we must purchase the fabric and ship it to the factory, adding this **extra** cost to the standard panel costs.Deduct an estimate of up to **\$1000**

To eliminate the special undercounter monitor and keyboard parts from the **PEAK** station, leaving just a worksurface (as it is now.....**Deduct \$500**

To include furniture assembly work during weekends or week nights (hours at our suggestion) –..... **no change**

Addendum hourly charges.

- Hourly \$45
- Trip charges \$50
- Minmum per visit to ACSS (any and all buildings in one trip) \$100

Submitted by:

Collette Smith
 Colvert Corporation
 13050 W. Montana Dr.
 Lakewood, CO 80228
 Phone 303-985-5574
 Cell (if office phone doesn't answer) 303-263-9804

See included:

- * Receipt of Addenda
- * Contractor's Certification of compliance
- * Proof of enrollment in E-verify
- * Product photo and drawing – special workstation for greeter and PEAK station



ADAMS COUNTY
COLORADO
PROPOSAL FORM

THE UNDERSIGNED HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # 1 Addenda # _____
If None, Please write NONE.

Colvert Corporation	January 24, 2013
Company Name	Date
13050 W. Montana Dr.	<i>Collette Smith</i>
Address	Signature
Lakewood, CO 80228	Collette Smith
City, State, Zip Code	Printed Name
Jefferson	Owner / President
County	Title
303-985-5574 - cell if no answer 303-263-9804	none
Telephone	Fax
Collette@Colvertcorp.com	
E-mail Address	

collette Smith

From: enrollment@dhs.gov
Sent: Tuesday, January 22, 2013 11:59 AM
To: collette@colvertcorp.com
Subject: Welcome to E-Verify – Your E-Verify Enrollment Confirmation

Welcome to E-Verify. You have successfully enrolled your company in the program. Here is your login information:

Your program administrator ID: CSMI2065
Your temporary password: Fr{4760c

There are still a few things you need to do before you can begin using E-Verify. Just follow the steps below to get started:

1. Go to the E-Verify website at <https://e-verify.uscis.gov/emp>. You'll visit this website every time you log in to E-Verify to verify your employees. We recommend you 'bookmark' or save this website as a 'favorite' so you'll have easy access to it in the future.

2. Log in to E-Verify using the user ID and temporary password listed above. Once you log in, you'll be required to change your password. Your new password must meet our password security standards (we'll tell you more about this when you change your password).

3. Create your password challenge questions. This is really important because if you ever forget your password, you can answer the password challenge questions you created and reset your password without having to contact us.

4. Take the E-Verify online tutorial. Though we've put a lot of effort into making E-Verify easy to use, work eligibility and immigration are complicated subjects. The required online tutorial will teach you how to use E-Verify and what you need to do to follow the rules of the program. You don't have to take the entire tutorial at one time, but you will have to complete it and pass the knowledge test before you can begin using E-Verify. You can access the tutorial from the E-Verify home page after you've logged in.

5. Register additional users (if necessary). After you've completed the tutorial and have passed the knowledge test, you can register additional users by clicking on the 'Add New User' link on the left menu of the E-Verify home page. When you register a new user, you can choose between program administrator and general user access. Anyone with program administrator access can add, delete, modify and reset the passwords of other program administrator and general user accounts.

SHARING USER IDs AND PASSWORDS IS NOT ALLOWED so if you have additional people who will use E-Verify, you must register them with their own user IDs and passwords. You're ultimately responsible for any activity associated with your user ID so don't share your password with anyone—and that includes us. (If you ever contact our help desk, we'll never ask for your password either.)

Need Help?

If you need help using E-Verify or you have questions about E-Verify policies, we're here for you. We're also always looking for ways to improve E-Verify so please tell us how we can make E-Verify work better for you.

You can reach us by phone at 888-464-4218 or by e-mail at E-Verify@dhs.gov. E-Verify Customer Support is available Monday through Friday from 8 a.m. to 5 p.m. local time except on federal holidays. (Don't reply to this e-mail because these e-mails are sent automatically and replies won't reach a live person.)

CONTRACTOR'S CERTIFICATION OF COMPLIANCE


Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien and that the Contractor has participated or attempted to participate in the Basic Pilot Program, (created in Pub.L. 104-208, as amended, and expanded in Pub.L. 108-156, as amended, that is administered by the United States Department of Homeland Security), in order to confirm the employment eligibility of all employees who are newly hired for employment in the United States.

CONTRACTOR:

Colvert Corporation
Company Name

January 24, 2013
Date

Collette Smith
Name (Print or Type)


Signature

Owner / President
Title

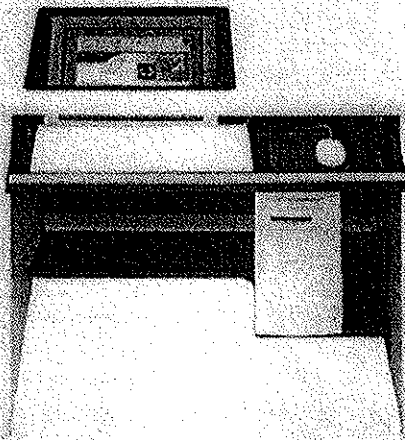
Note: Registration for the Basic Pilot Program can be completed at: <https://www.vis-dhs.com/employerregistration> It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering.

- [HOME](#)
- [BLOG](#)
- [EVENTS](#)
- [ABOUT](#)
- [CONTACT](#)
- [CAREERS](#)

Search
powered by Google

The Downview - Flat Panel

Furniture Technology



The Flat Panel Display Arm attaches on the underside of the work surface and places your computer screen at an ergonomically beneficial 35 degree angle. The same angle at which you would read a book. Users view their screen through a tempered and tinted glass viewport.

Downview™ solutions now provide the option of using widescreen displays!

2012 NOVA Solutions, Inc.
[Site Map](#) | info@novasolutionsinc.com |
1.800.730.6682

- > [Higher Education](#)
- > [K-12 Education](#)
- > [Corporate](#)
- > [Training](#)
- > [Healthcare](#)
- > [Library](#)

- [Products](#)
- [Resources](#)
- [Projects](#)
- [Catalogs](#)
- [Government](#)