

Mayor's Office: Council Agenda Item Request Form
*This form and supporting documents (if applicable) are due the Wednesday
before the COW meeting by noon.*

Date Received (office use)	
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Date of Request	01/16/2018
Requesting Staff Member	Kimberly Barnett
Requested Council Date	01/23/2018
Topic/Discussion Title	County-UPD Interlocal Agreement Amendment # 2
Description	Revenue agreement Amendment # 2 to provide services to Unified Police Department. These services include, Fleet, Information Services, Surveyor, Facilities and Records Management & Archives. The Amendment # 1 updates rates and extends contract terms to December 31, 2018.
Requested Action¹	Approval
Presenter(s)	Kimberly Barnett
Time Needed²	Consent or 5 minutes
Time Sensitive³	No
Specific Time(s)⁴	No
Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.	

Mayor or Designee approval: _____

Kim Barnett

¹ What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

² Assumed to be 10 minutes unless otherwise specified.

³ Urgency that the topic to scheduled on the requested date.

⁴ If important to schedule at a specific time, list a few preferred times.

**AMENDMENT NO. 2
AGREEMENT FOR SERVICES**

THIS AMENDMENT NO. 2 is made and entered into this _____ day of December, 2017, by and between SALT LAKE COUNTY, a body corporate and politic of the state of Utah, hereinafter referred to as "COUNTY", and the UNIFIED POLICE DEPARTMENT, a political subdivision of the State of Utah created pursuant to the Interlocal Cooperation Act, Utah Code Ann. §§ 11-13-101 through -314, hereinafter referred to as "UPD." The COUNTY and UPD are sometimes referred to as the "Parties."

RECITALS

A. The Parties entered into Contract No. CA0000000000147 (the "Agreement") on or about the 1st day of July, 2015, which Agreement provided for various County divisions and departments, including Information Services Division to provide UPD certain services that were previously provide to the Salt Lake County Sheriff's Office;

B. Article 6 of the Agreement provides the Agreement may be automatically renewed for an additional one year period upon the initiation by either party by written notice of its intention to renew the Agreement for an additional year;

C. The Parties have expressed in writing their intentions to renew this Agreement;

D. Article 13 of the Agreement further allows the Parties to amend the Agreement by a writing signed by the Parties; and

E. The Parties desire to update the provision (and cost) of services pertaining to Fleet Management Services, Information Services, County Survey services, Record Management and Archive services, and Facilities Management (including printing/copy) services as provided herein.

NOW, THEREFORE, in exchange for valuable consideration, including the mutual covenants, representations, promises, and performance set forth herein, the parties agree to amend the Agreement as follows:

1. The Agreement is renewed for an additional one year period beginning January 1, 2018 through December 31, 2018.

2. The 2018 updated provision (and cost) of services for Fleet Management Services, Information Services, County Survey services, Record Management and Archive services, and Facilities Management (including printing/copy) services are as set forth herein respectively as Attachments A through E, which Attachments are incorporated herein and made a part hereof.

3. Other Provisions. All Parts, Paragraphs, Attachments and other provisions of the original Agreement and its previous amendments that are not expressly modified by this Amendment shall be the same and remain in full force and effect during the renewal period.

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 2 to the original Agreement on this _____ day of December, 2017.

SALT LAKE COUNTY

By: _____
MAYOR BEN MCADAMS
OR DESIGNEE

APPROVED AS TO FORM
District Attorney's Office
By: /s Kelly W. Wright
Deputy District Attorney

Date: 12/22/2017

UNITED POLICE DEPARTMENT

By: _____
Title: _____

STATE OF UTAH)
) ss.
COUNTY OF SALT LAKE)

On this _____ day of December, 2017, personally appeared before me _____, who being by me duly sworn did say, that s/he is the _____ of UNITED POLICE DEPARTMENT, a political subdivision of the State of Utah created pursuant to the Interlocal Cooperation Act, and said person acknowledged to me that said person executed the same.

NOTARY PUBLIC
Residing in _____

(SEAL)

ATTACHMENT A

Interlocal Agreement Between Unified Police Department and Salt Lake County Fleet Services

1) General Provisions

Salt Lake County Fleet will provide certified and trained personnel and maintain facilities and equipment for the following services:

- A. Provide maintenance and repair of vehicles and equipment owned and operated by the UPD. Work shall be performed at the Fleet shops during Fleet's normal hours of operation unless other arrangements are made per "B" below.
- B. After-hours and on-location services will be provided as needed.
- C. All fees for such services shall be agreed upon in writing upon the request for these services prior to the provision of any such services.
- D. Provide both light and heavy-duty towing capabilities to the Fleet shops or other locations as per the UPD's request.
- E. Maintain current training on all equipment provided by vendors and any additional training requested by the UPD.
- F. Provide monthly, quarterly, and other periodic reports on maintenance and utilization of the UPD's equipment and vehicles as requested and make recommendations on the most efficient life-cycle of all pieces of equipment owned by the UPD in a manner acceptable to the UPD.
- G. Use parts for the UPD's equipment and vehicles that meet all manufacturer and warranty requirements.
- H. Make high-pressure wash equipment available during UPD hours of operations.
- I. Provide preventive maintenance programs and reports.
- J. Provide purchasing and services through Fleet-managed contracts.
- K. Consult on preparing specifications as needed or requested by the UPD.
- L. Provide access to online Fleet Management system to view utilization reports and vehicle work.
- M. Manage and allocate shared building costs.

2) Sublet Labor

Fleet administers and maintains several service contracts with vendors. Fleet may, at its discretion, use outside vendors to provide services to the UPD, if Fleet cannot perform the work or finds that the vendor can provide the work more cost effectively or in a more timely manner. Fleet shall arrange for pickup and delivery of equipment to the vendor as needed. Fleet shall charge the UPD the rate charged by the service provider, plus a service charge per invoice. Service charge shall be applied only to the invoice cost from the service provider. The cost of pickup and delivery, if applicable, will be charged at the current labor rate.

3) Parts

Fleet administers and maintains parts contracts for maintenance parts for the UPD equipment. Fleet shall apply a markup charge to cover administrative overhead costs. The markup shall be applied only to the invoice cost of the parts charged by the supplier. The markup shall not be applied to shipping cost, fuel surcharges, or any other miscellaneous charges invoiced by the supplier. Fleet will provide the UPD details of how markup charges are calculated. The UPD maintains the right to audit any parts purchase to include all documentation showing invoicing, bids, markups, etc.

The UPD must also give approval prior to any tire changes that are done strictly due to wear depth.

4) Shop Charges

The incidental costs of doing business including consumable and shop supplies and environmental disposal fees shall be recovered through a shop charge per work order. The shop charge shall apply only to work performed by the Fleet shops.

5) Rates for Labor

Fleet will charge actual labor performed on a work order except in the case where a flat rate has been assigned to the task performed. Fleet will continue to expand flat rate charges at an agreed upon rate by both the County and the UPD.

6) Road Call Charges

The overhead costs associated with providing field service work (any site other than Fleet shops) include vehicle depreciation, replacement, maintenance, fuel, special tools and equipment required to perform field service work, consumable and incidental supplies and environmental disposal fees. Fleet will ensure that the UPD receives road call service within one hour of the call.

7) High-Pressure Wash

Fleet will make its truck wash facility available to the UPD and charge the UPD a per-wash fee. UPD employees will be assigned a number to access the wash. Fleet will invoice those charges to the UPD monthly.

8) Credits

Fleet shall pass along to the UPD any credits which might be obtained by the Fleet for insurance subrogation, manufacturer rebates, vendor credits, or any other type of refunds or credits eligible for work or service performed on behalf of the UPD's vehicles or equipment by Fleet.

9) Training

Fleet mechanics will be manufacturer-trained and certified to work on the UPD trucks and equipment. If the UPD requests that Fleet staff attend trainings provided by vendors or otherwise above the required training and certification level identified by Fleet, the UPD will be responsible for the cost of travel including airfare, ground transportation, lodging, meals and incidentals related to the training.

10) Warranty

Fleet shall provide a ninety (90) day or 3,000-mile warranty, whichever comes first, on parts and labor performed by Fleet. Electrical parts shall be excluded and subject to manufacturer warranties if applicable. When applicable, manufacturer's warranty will be given to include the cost of parts and labor, where the warranty exceeds the 90 days/3,000 miles, granted by Fleet.

11) Fuel

Fleet will provide the UPD's fuel and infrastructure for fueling for diesel, and gas. The UPD will commit to using Fleet fueling or Fleet-managed fueling programs for its fleet. UPD will have access to a fleet fuel card program to purchase fuel from participating retail sites. UPD shall have access to internally managed fueling sites at the following locations as well as future locations:

Midvale complex
Government Center
Parks and Recreation
Transfer Station
Landfill

Fleet will manage the fuel program including issuing fuel cards, cancelling fuel cards, 24-hour access for assistance in using the cards, mileage interface transfer and mileage updates. Fleet will provide tracking, reporting, and adjusting out-of-parameter mileage inputs and odometer error reports.

Fleet shall apply charges to each gallon of gas or diesel to cover administrative overhead costs and notify the UPD of any rate changes.

12) Vehicle Purchasing and Sales

Fleet will process vehicle purchases for the UPD through its contracts. The UPD will establish replacement schedules for its equipment. Fleet will maintain the contracts for vehicle sales.

13) Fleet-Managed Contracts

Fleet will make available services and procurement through its contracts for the UPD on an as-needed basis.

14) Fleet Equipment and Vehicle Management and Consulting

County will charge a yearly fee per vehicle to cover the administrative costs of vehicle management including the following:

- Managing replacement fund balance per vehicle
- Providing financial information to UPD's fiscal staff for cash flow analysis
- Fleet Management consulting
- Providing a semi-annual report, recommending the most efficient life-cycle of all pieces of fleet equipment owned by UPD
- Providing replacement recommendations
- Providing inflationary market analysis, trends and recommendations
- Providing residual value market analysis, trends and recommendations
- Providing replacement data management and recommendations
- Providing recommendations for vehicle standardization by class and service needs
- Recommendations for the up-fitting of vehicles
- Database Management
- Providing preventive maintenance programs and reports
- Providing utilization reports
- Disposal of vehicles and associated contractual cost
- Preparing specifications using PC Car Book manufacturing specification vehicle build codes
- Purchasing vehicles and equipment, upon UPD approval
- Preparing non-contracted specifications, ordering vehicles and equipment
- Annual registration fee

Not included are the cost for travel, including airfare, ground transportation, lodging, meals and incidentals related to the specialty equipment requiring mid-build visits or final inspections prior to delivery.

15) License and Registration

Fleet will provide vehicle licensing and registration for the UPD vehicles and provide plates, stickers, and relevant records to the UPD Fleet Manager.

16) Motor Pool

Fleet maintains a pool of rental vehicles from which the UPD can access short or long-term rentals. Standard vehicles and some specialty vehicles and equipment are maintained in this pool. A rental charge and mileage fee is applied.

17) Purchasing Used Vehicles from Salt Lake County

If the UPD determines that purchasing used Fleet equipment or vehicles, or Fleet determines that purchasing used UPD equipment or vehicles, would meet the needs of the either party, the following process and fees shall be applied:

- Fleet shall determine the value of the equipment or vehicle based on NADA and local market adjustment where applicable.
- Sales agreement will be signed by both parties.

2018 PROPOSED FLEET MANAGEMENT FEES

SERVICE DESCRIPTION	UNIT	RATE
Labor Rate: Truck and Heavy shops	per hour	\$ 100.00
Labor Rate: Lube and Small Equipment shop	per hour	\$ 75.00
Labor Rate: Light Duty shop	Per hour	\$ 90.00
Customer Requested Overtime	Per hour surcharge	\$ 25.00
Lube/Oil Change: Light Duty Vehicles	labor	\$ 25.00
Annual Vehicle Inspection	Y PM	1 hour
Registration (non-replacement fund vehicles)	Per vehicle	\$30.00
Parts Markup	% of cost of parts	28%
Sublet	% of cost of sublet	10% Min/ max \$7.50 / \$1,000
Fuel Markup	Per gallon	\$.22
Shop Charge and Environmental Fee	Shop labor	12% of labor costs not to exceed \$120.00 Min/ max \$5.00/\$120.00
Road Call	Per labor hour during road call	\$105.00
Diesel and unleaded fuels will be set to match retail prices at the Midvale fuel station	Per gallon	Up to retail
Driver Training	Per test	\$20.00

ATTACHMENT B

Interlocal Agreement Between Unified Police Department and Salt Lake County Information Services

Provide and maintain trained personnel, facilities and equipment to provide the following services. The level of service agreed to each year will be included on the pricing sheet:

1) Remote Access

Secure remote access service to a County IT resource or system. Secure mobile remote access is provided through an enterprise class installation of a best of breed system. Access to UPD or County IT resources and systems can be provided from any location as long as a cellular, WIFI, or DSL Internet connection is available.

2) Forensics

Certified IT security professionals work with customers on their IT forensic needs. Investigation of employee AUP violations and computer system misuse are done in a confidential manner. Computer scans are performed as requested by the UPD.

3) Regulatory Compliance

Certified IT Security professionals are available to help the UPD understand and comply with IT security regulations including PCI compliance. The County shall provide the UPD with needed coverage for its cyber security needs in relation to any issues that may be caused by the County.

4) ColdFusion Hosting

ColdFusion hosting is where the server portion of the ColdFusion language is implemented. ColdFusion applications require a specialized application server to run and this service provides that specialized server. This specialized server manages multiple ColdFusion applications as well as connections to databases, mail servers and messaging systems. The server dynamically creates the pages using associated resources that have been by a web server. The web server in turn serves the pages to the requesting browser.

5) 3rd Party Application Hosting

Hosting services for applications purchased from outside vendors. This service offers a wide variety of configurations based upon the vendor's specifications. The charges for this service shall be based upon the number of applications.

6) J2EE Application Hosting

Powerful, reliable J2EE compliant Java application hosting. This service provides servlet containers for applications that utilize JAVA and J2EE technologies. The containers fully support JSP-Servlet Technology. The application servers are run on both the Linux and Windows platforms.

7) GIS License Hosting

IS hosts a number of concurrent licenses for the ESRI ArcMap desktop products. These licenses provide two levels of features the fully functional ArcInfo and ArcView which provides a more limited feature set. ArcGIS Server is also hosted this allows hosting of REST services that may encapsulate GIS data and methods for interacting with that data. The GIS hosting also includes extensions to the Microsoft SQL Server that enhances and extends the use of GIS raster and vector data.

8) Message Oriented Environment

Allows independent and potentially non-concurrent applications on different systems to communicate with each other. Provides the ability for application to create, send and read messages.

9) Database Hosting

Provide both shared and dedicated MS SQL database hosting for Caselle Database. The data is available for ad hoc reporting or can be accessed via applications.

10) Application Development/Support

Provide custom application development and support to meet the needs of customers. This service includes the full range of application development activities, including analysis, design, programming, integration with existing systems and data conversions. The major technologies used for development and which are supported are ColdFusion, HTML, Java, JavaScript, COBOLm DB 2, MS SQL and GIS. This service also provides support and customization for systems purchased from outside vendors.

11) Solutions Consulting

Consulting on Application Services Projects as requested by the UPD and at a rate agreed upon by both parties.

12) Solutions Project Management

Project Management Services as requested by the UPD and at a rate agreed upon by both parties.

13) Voice & Data Design and Consulting

Access to shared servers, printers and applications that reside on the County network as well as access to the County internal phone system which includes 4 or 5-digit dialing to peers, voicemail, call detail, PSTN access, long distance, etc.

14) Network Administration

The Network Administration service includes:

Install, maintain and repair a variety of network services including routers, switches and other associated communications equipment. Monitor and analyze performance. Respond to problems and coordinate timely repair of circuit outages. Deployment of network products, operational support of network products, network tuning and network diagramming.

15) WAN/LAN

IS operates a County "Wide Area Network" (WAN) that connects remote locations to the County Data Centers using routers and circuits provided by Local Carriers like Qwest. This type of connection can give remote location users access to the Internet, email, file shares and other network resources. Carrier circuits come in a variety of speeds from 1.5 Mbs to 1 Gbs. IS operates a "Local Area Network" (LAN) in most County owned facilities using switches. Some of these LAN's connect through the WAN to County data centers for access to internet, email, file shares and other network resources. LAN speeds can be 10/100 or 1Gbs.

16) Storage

Enterprise Storage service offers several technologies including SAN, Mainframe disk and Mainframe tape storage iCloud and Cloud environments.

17) Backup

Backup service allows for the protection of Customer data.

18) Emergency Support

IS acts as the first point of contact to assist UPD staff with support of workstation hardware and software.

19) Desktop Support

Ordering, Installation, configuration and maintenance of workstation hardware and software. The UPD shall have access to the County's Help Desk for ongoing support and problem resolution.

20) Laptop Support

Ordering, Installation, configuration and maintenance of laptop hardware and software. The UPD shall have access to the County's Help Desk for ongoing support and problem resolution.

21) Mobile Device Support

Installation, configuration and maintenance of mobile device hardware and software.

22) Server Support

Standard and custom-built Microsoft Windows servers to meet the specific needs of customers and/or third-party vendors.

23) E-Mail

Administration of the UPD's email messaging systems.

24) Professional Services

Consulting services offered by IS Professional Services Group as requested by the UPD at a rate agreed upon by both parties.

25) Rate Consideration

The attached rates are anticipated based on the current budget. Actual rates will be charged based on the appropriated budget.

Services & Rates for 2018
Unified Police Department

Service	Service Description	Service Code	FY 2018 Anticipated Rate	Rate Calculation
<i>Active Directory Account</i>	Provides secure Internet access, logging, filtering, investigative support, VPN access, extranet access to the city and state systems via firewall, system logging and monitoring, network security, security awareness training, security policy development, regulatory compliance, provisioning of: (network access, data access, system access), Active Directory account management, and Active Directory license. Provides local and wireless network access, network administration, email, patch match management, anti-virus support, and engineering, configuration, support of secure client and server configurations.	AD12	47.98	Per Account / month
<i>Limited Accounts</i>		AD72	1.53	Per Account / month
<i>Server</i>	Server installation, administration, engineering, configuration, support of secure server configuration.	AD54	932.42	Per Server / month
<i>Database</i>	Database administration and support.	AE44	259.83	Per database / month
<i>Mainframe Utilization</i>	Mainframe service, support, and user licenses.	AE12	1,003.20	Per Usage / month
<i>Pages Printed - Mainframe</i>	Pages printed on the mainframe.	AE21	.06	Per Page
<i>FTP Account</i>	FTP services on public facing FTP servers.	AD26	31.58	Per Account / month
<i>SLCTSDMZ Account</i>	Secure Internet Access Service (unfiltered internet access) for Investigations	AD13	1.75	Per Account / month
<i>WAN Connection</i>	Systems that support WAN (Wide Area Network) services.	AD31	515.87	Per Line / month
<i>Storage - Gigabyte</i>	Disk storage space (personal & shared drives	AE13	0.02	Per GB / month
<i>Backup - Gigabyte</i>	Backup of disk storage space to tape	AE14	0.01	Per GB / month
<i>Hosted Application - Third Party</i>	Hosting and support of 3rd party applications. (examples: Versaterm, OMS, ARTTIX...)	AD94	115.18	Per Application / month
<i>Hosted Application - J2EE</i>	Hosting and support of J2EE applications.	AD95	45.74	Per Application / month
<i>Hosted License</i>	Hosting and support of GIS licensing.	AD96	774.12	Per License / month
<i>Hosted List</i>	Support of systems that provide ListManager or E-List services.	AD93	3.03	Per List / month
<i>Hosted Site - Cold Fusion Application Hosting</i>	Hosting and support of systems that provide ColdFusion hosting services.	AD92	112.49	Per Application / month
<i>Hosted Site - Cold Fusion Web Hosting</i>	Hosting and support of County Agency Intranet and Internet websites.	AD97	93.32	Per Application / month

<i>Unix Server</i>	Installation, configuration, and maintenance of UNIX servers.	AE15	680.74	Per Server / month
<i>Hourly Services</i>	Application & Development	AH24	184.75	Per Hour
	Desktop Support	AIA1	163.28	Per Hour
<i>IS Provided</i>	Helpdesk Service - Calls taken and resolved by helpdesk personnel.			
	Consulting - Information services consulting service			
	Project Management - Information services project management service			
	Assessments - Information services assessment service			
<i>Telecom</i>	Hourly		107.00	Per Hour
	Nortel Per Unit		31.26	Per Phone / month
	Mark ups		10%	Equipment & Labor
	VoIP Maint		22.00	Per Phone / month
	Finance		11.26	Per Phone / month
	Web Conference		15.61	Per Account / month

ATTACHMENT C

Interlocal Agreement Between Unified Police Department And Salt Lake County Surveyor

All personnel, equipment, supplies and support services necessary to provide the following:

- 1) Mapping and GIS Services to include but not limited to: \$45.00 per Hour
 - a) Emergency response mapping support
 - b) Aerial imagery consultation
 - c) Exhibit preparation
 - d) Custom mapping
 - e) GIS consultation services
 - f) FCOZ mapping
 - g) GIS data creation

- 2) Property Site Surveys to include but not limited to: \$135.00 per Hour
 - a) Boundary/Cadastral survey
 - b) ALTA/NSPS surveys
 - c) Encroachment investigative surveys
 - d) Forensic surveys
 - e) As-Built surveys
 - f) Topographical surveys
 - g) Right of Way surveys
 - h) Control surveys
 - i) Volume calculation
 - j) Monument permit issuance

- 3) Other County Surveyor Services to include but not limited to: \$60.00 per Hour
 - a) Boundary/Legal descriptions preparation & review
 - b) Boundary, Ownership and Right of Way analysis
 - c) Subdivision and/or street dedication plat review
 - d) Boundary line adjustments
 - e) Parcel consolidation review
 - f) Review of real estate descriptions
 - g) Unmanned Aerial Vehicle Services (drone)

ATTACHMENT D

**Interlocal Agreement
Between
Unified Police Department
And
Records Management and Archives**

Salt Lake County's Records Management and Archives agrees to provide and maintain trained personnel, facilities and equipment to provide the following services:

Services Description	Rate
1. Storage of Records at the County Records Center	\$.08 per box/per month
2. Accession of Records – preparing incoming records for storage at the Records Center	\$27.00 per box
3. Retrieving records when requested by the UPD and re-filing after use	\$41.00 per record
4. Destructions- Destruction of records after retention schedule has been met	\$37.00 per box

A record is defined, per UCA 63G-2-103 (22), as a book, letter, document, paper, map, plan, photograph, film, card, tape, recording, electronic data, or other documentary material regardless of physical form or characteristics:

- i. That is prepared, owned, received, or retained by a governmental entity or political subdivision; and
- ii. Where all of the information in the original is reproducible by photocopy or other mechanical or electronic means.

ATTACHMENT E

Interlocal Agreement Between Unified Police Department And Facilities Management

Salt Lake County Facilities Management agrees to provide and maintain trained personnel, facilities and equipment for the following services:

1) Courier Services

- a. Courier Services between the Government Center and UPD locations are currently being provided as part of the State Mail service at State Mail published rates. No additional charges are added for coordination efforts made by Facilities. Should State Mail not be able to service a specific location, County's Facilities Management can still provide, as needed, the mail services between the Government Center and the following locations:
 - i. Sheriff Property/Evidence
 - ii. Sheriff Office Building
 - iii. Sheriff Patrol – Wasatch
 - iv. Sheriff Patrol – Oquirrh/Welker
 - v. Sheriff Holladay Precinct
 - vi. Sheriff Cottonwood Heights
- b. Courier deliveries will take place on the same schedule as they are currently occurring.
- c. Costs for a courier drop are as follows:
 - i. Outside the Government Center, per stop, per month - \$225.00

2) Other Facilities Management services are as follows:

TRADE	RATE
Carpentry	\$40.00 per hour
Electrician	\$60.00 per hour
Plumber	\$65.00 per hour
HVAC	\$70.00 per hour
Electronics	\$75.00 per hour
Project Management	\$85.00 per hour
Locksmith	\$65.00 per hour
Custodial	\$25.00 per hour
General Labor	\$25.00 per hour
Printing Services	See # 3

3) Printing Services

- a. Provide and maintain trained personnel, facilities and equipment to provide the printing services to UPD:
 - i. A wide variety of printing/copying services to include black and white copies, full color copies, Offset ink printing, high speed production copies, paper cutting, drilling, binding,

folding, laminating, perforations, scoring and numbering, photo and digital plate making, CD and DVD replication and layout and design consultation services.

- ii. Printing Services will bid out all jobs on an individual basis. All fees for such services shall be agreed upon in writing upon the request for such printing/copying prior to the provision of any such services.